

Registering with HMRC as a charity

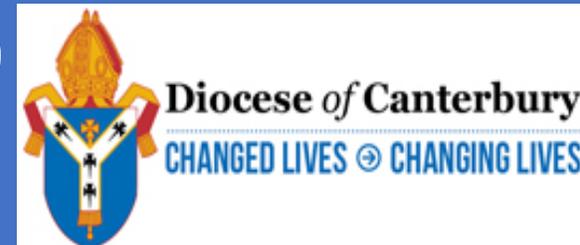
and

repayment claims for

Gift Aid

&

Gift Aid Small Donations Scheme (GASDS)



# Legal status of a Parochial Church Council (PCC)

## A PCC status is part of the law of the land

- namely sections 2 and 3 of the **Parochial Church Councils (Powers) Measure 1956** <https://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents>
- measures have the same force as Acts of Parliament
- the existence and legal status of a PCC is part of the law of the land

## A PCC is a charity

- because the functions performed under section 2 of the Measure are deemed to be charitable as a matter of law

# Governing Documents of a PCC

## Church Councils (Powers) Measure 1956 as amended

<https://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents>

This defines the principal function, or purpose, of the PCC as “promoting in the parish the whole mission of the Church”

## Church Representation Rules

(contained in Schedule 3 to the Synodical Government Measure 1969 as amended)

<https://www.churchofengland.org/about/leadership-and-governance/ecclesiastical-law/church-representation-rules>

The rules provide for church electoral rolls, annual meetings, PCCs, deanery synods and diocesan synods, and the House of Laity of the General Synod

# Charity registration

PCCs will either be:

- registered with the **Charity Commission** or
- an **Excepted Charity**

# Charity registration

## Charity Commission registration

- Registration is required when annual financial turnover exceeds £100,000
- A registered PCC will have a charity registration number
- PCCs can voluntarily register

## Excepted Charity

- PCCs with a turnover under £100,000
- Will not have a charity registration number
- legislation is contained in The Charities (Exception from Registration) (Amendment) Regulations 2021 <https://www.legislation.gov.uk/uksi/2021/55/contents/made>
- The exception from registration is currently in force until 31 March 2031
- <https://www.gov.uk/government/publications/excepted-charities/excepted-charities--2>

# Church authenticity certificate

Parish certificate may be downloaded from [A Church Near You](#)

The PDF is an extract from the Church of England's database of churches

The steps are:

- Search on the parish or church
- Select the church
- Click on 'Visit Page'
- Click on 'More information'
- Scroll to bottom of the screen
- Click on 'Download Certificate'



*St Matthew*  
is a church which is the responsibility of a parochial church council duly constituted under the Parochial Church Council Powers Measure (1956) as amended, and the Church Representation Rules

The Church is registered with code 606261  
in the diocese of *Canterbury*  
in the parish of *Warehorne*

The Parochial Church Council of *Warehorne*  
is a charity for the purposes of the Charities Act 2011

The church address is *Church Road, Warehorne, TN26 2LJ*



LEGAL STATUS OF A PC  
ANY QUESTIONS?



# Registering with HMRC as a charity

PCCs register with HMRC as a charity as either:

- registered with the **Charity Commission** or
- an **Excepted Charity**

Webpage to register with HMRC: <https://www.gov.uk/charity-recognition-hmrc>

Allow at least 2 hours to register but you can save and return. Completion must be within 28 days

Once submitted it takes approximately 6 weeks for HMRC to process applications

HMRC Charities helpline: 0300 123 1073 Monday to Friday: 8:30am to 5pm (closed bank holidays)

# Information to have to hand

**Charity Bank account details  
and financial accounts**

## **Officials' details**

including dates of birth and National Insurance numbers

There must be at least 1 authorised official and 2 other officials

**If registered with the Charity Commission**

the PCC Registration number

**Charitable objectives**  
(sometimes called purposes)

suggested answers are provided by the Diocese

## **Governing document**

answers are provided by the Diocese

**Government Gateway user ID  
and password**

you can create an account as you register the charities details

Do not use a personal Government Gateway ID, register the charity separately.

## Get recognition from HMRC for your charity

You can register your charity's details with HM Revenue and Customs (HMRC) to get tax back on things like Gift Aid donations.

You can also continue with a [previously saved application](#).

Use [form ChV1](#) if you're already registered but want to change your details.

This guide is also available [in Welsh \(Cymraeg\)](#).

### Before you start

~~Check if you need to register with the Charity Commission before registering with HMRC.~~

### Register with HMRC

You'll need your charity's:

- bank account details and financial accounts
- [officials' details](#), including dates of birth and National Insurance numbers
- [registration number](#) if you've registered your charity with a regulator
- [charitable objectives](#) (sometimes called purposes)
- [governing document](#) (sometimes called a rulebook) - this explains how your charity is run
- Government Gateway user ID and password - you can create an account when you register your charity's details

[Start now >](#)

If returning to a previously started application

Do not follow the Before you start 'Check if you need to register with the Charity Commission'

- this will talk of income above £5k.
- PCC's with income under £100k are Excepted charities by legislation and do not need to register with the Charity Commission

what you'll need to hand

when you are ready to start

On selecting

[Start now >](#)

The screens that follow 'Check if you can register as a charity'



The Questions asked require a Yes or No reply:

Is the charity for charitable purposes only

Does the charity have a UK bank, building society or credit union account

Is the charity based in the UK



If the answers satisfy the charity criteria confirmation of eligibility will appear

# Sign in with your organisation's Government Gateway user ID OR Select to 'Create Sign in Details'

## Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

Sign in

**New users of Government Gateway**

[Create sign in details](#)

If the PCC does not have a Government Gateway user ID select 'Create sign in details'

**do not** use a personal Government Gateway ID, register the PCC charity separately

# New Users of Government Gateway 'Create Sign in Details'

Selecting to 'Create Sign in Details' will take you through screens to

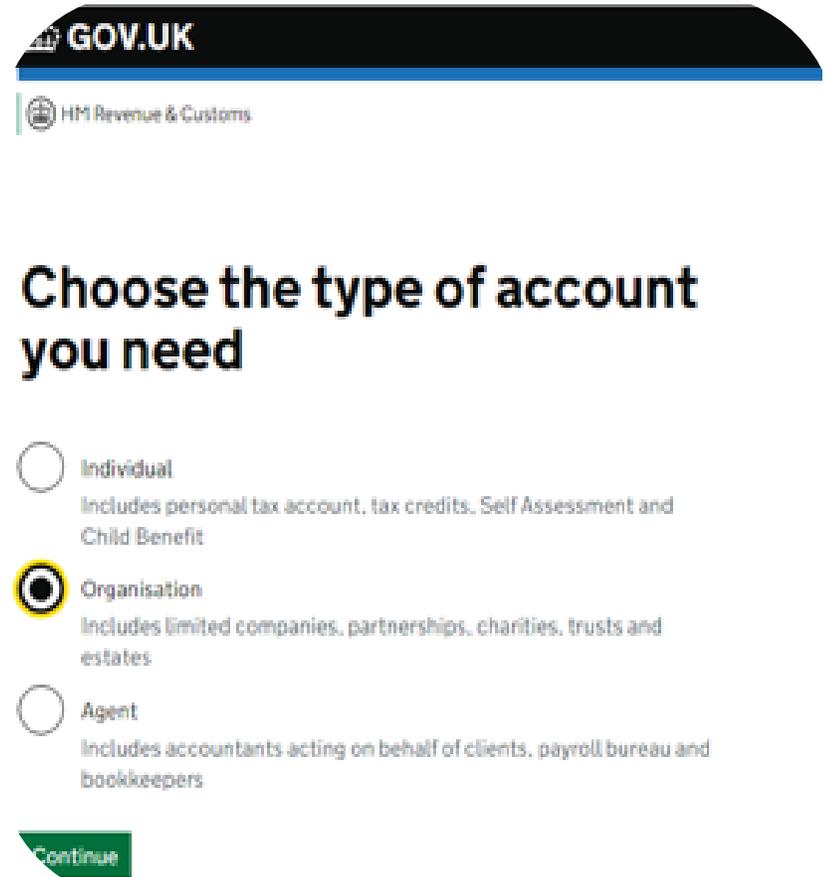
- Enter and confirm your email address
- Give your name
- Create a password

Once you have provided the sign in details you will receive a Government Gateway ID for the charity



# Select type of account and security access

- The next screen asks the type of account you need:
  - Individual
  - Organisation
  - Agent
- Following screens take you through setting up additional security



The screenshot shows the HM Revenue & Customs website interface. At the top, there is a black header with the 'GOV.UK' logo on the left and the HM Revenue & Customs logo on the right. Below the header, the text 'Choose the type of account you need' is displayed in a large, bold, black font. Underneath this heading, there are three radio button options, each with a brief description of the account type. The 'Organisation' option is selected, indicated by a black dot in the center of the radio button. At the bottom of the screen, there is a green button with the word 'Continue' written in white.

GOV.UK  
HM Revenue & Customs

## Choose the type of account you need

- Individual  
Includes personal tax account, tax credits, Self Assessment and Child Benefit
- Organisation  
Includes limited companies, partnerships, charities, trusts and estates
- Agent  
Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

Continue

# Add information about the charity

The next set of screens will capture information about your charity

These are broken into sections:

1. The Charity's contact details
2. Regulators and documents
3. Operations and funds
4. Officials and nominee
5. Confirm the declaration and **send the supporting documents**

## Add information about the charity

The information you enter will be saved as you progress. If you close the page, the information you have already entered will be saved for 28 days. After that time you will need to enter all the information again.

### 1. The charity's contact details

[Enter the charity's contact details](#)

NOT STARTED

### 2. Regulators and documents

[Enter regulator information](#)

NOT STARTED

[Enter governing document details](#)

NOT STARTED

### 3. Operations and funds

[Enter objectives and purposes](#)

NOT STARTED

[Enter fundraising and operations details](#)

NOT STARTED

Enter bank details

CANNOT START YET

### 4. Officials and nominee

[Enter details for authorised officials](#)

NOT STARTED

[Enter details for other officials](#)

NOT STARTED

[Enter details for nominee](#)

NOT STARTED

### 5. Confirm the declaration and send the supporting documents

Confirm the declaration and send the supporting documents

CANNOT START YET

# 1. The Charity's contact details

Question	Answer
Full name	Provide your charity's name
Main phone number	Provide your charity's details
Email address	Provide your charity's details
Address	Provide your charity's details
Send letters to this address	Select 'Yes' or 'No' as appropriate, if No follow the further screens to give postal address (e.g. Treasurer's address rather than church).

## 2. Regulators and documents

### Regulator information

- If **not** registered with the Charity Commission answer as below

Question	Answer
Registered with a Charity regulator	No
Reason for not registering	Select 'Parochial Church Councils under gross income threshold'

- If **registered with the Charity Commission** answer as below, using your Charity Commission's registration number

Question	Answer
Registered with a Charity regular	Yes
The Charity's regulators	Select 'Charity Commission for England and Wales'
Charity Commission... registration number	Enter your charity's registration number

## 2. Regulators and documents

### Governing document: Parochial Church Councils Measure 1956

Question	Answer
Name	Select 'Other'
Other name	Parochial Church Councils Measure 1956
Effective date	5 July 1956
Approved by a regulator	Yes
Have sections and clauses changed	Yes
Sections and clauses that have been changed	<p>Various changes to the legislation as documented on <a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a></p> <p>Parochial Church Councils Powers Measure 1956 <a href="https://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents">https://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents</a></p> <p>Changes <a href="https://www.legislation.gov.uk/changes/affected/ukcm/1956/3">https://www.legislation.gov.uk/changes/affected/ukcm/1956/3</a></p>

# 3. Operations and funds

## Objectives and purposes

Question	Answer
<b>Charitable objectives</b>	Promoting the whole mission of the Church and as part of this, promoting therein the Christian Faith, good community relations, care for all within the parish - especially the disadvantaged - welcoming of visitors, and responsible for the maintenance of a historic church.
<b>Charity's charitable purposes</b>	Select 'Religion'
<b>How the charity benefits the public</b>	Our fundraising and operational details are governed as set out in the Parochial Church Councils Measure 1956.

# 3. Operations and funds

## Fundraising and operations

Question	Answer
How will the charity raise funds?	Select from a list all that are relevant e.g Donations, Fundraising and Grants
Country of establishment	England
Operating locations	England
Financial accounts prepared	Select either 'Yes' or 'No' as appropriate
Estimated income for the current 12 months of operation	Enter £ value
Actual income so far	Enter £ value
Bank statements available for the last 3 months	Enter 'Yes' or 'No' as appropriate
Accounting period end date	Enter date (for most this will be 31 December)

 Register your charity's details with HMRC

**BETA** This is a new service - your [feedback](#) will help us to improve it.

[Back](#)

### How will the charity raise funds?

Select all that apply.

- Donations
- Fundraising
- Grants
- Membership subscriptions
- Trading income
- Trading subsidiaries
- Investment income
- Other

# 3. Operations and funds

## Charity's bank details

Question	Answer
Account name	Enter the Charity's details
Sort code	Enter the Charity's details
Account number	Enter the Charity's details

## 4. Officials and nominee

There must be at least:

**1 authorised official and 2 other officials.**

- Authorised officials have the authority to deal with the charity's tax affairs, make Gift Aid or other repayment claims and Gift Aid Small Donation Scheme (GASDS) claims. They can also sign and submit tax returns.
- Other officials are people in the charity who can tell HMRC about changes to the charity's details, like the address or bank account. They will normally be the trustees or directors of the charity (if the charity is a company).

### Officials

Details required:

* Full name	* Position (e.g. Treasurer, Gift Aid administrator etc)
* Date of birth	* National Insurance Number or passport details
* Phone number	* Home address, if less than 12 months, details of previous address

### Nominees

It is also possible to choose to enter a nominee. This is a person or an organisation from outside the charity who can submit Gift Aid or other tax repayment claims on the Charity's behalf. They may also receive the repayments too.

# 5. Confirm the declaration and send the supporting documents

The remaining screens will take you through confirming a declaration and sending the application.

You will also be asked to provide documents to support the application:

- ✓ Copy of notification of registration from any regulators
  - i.e. if registered with the Charities Commission the PCC registration number
  - If applying as an Excepted charity include:
    - ✓ A copy of your Church Certificate from [A Church Near You](#)
    - ✓ Link to The Charities (Exception from Registration) (Amendment) Regulations 2021  
<https://www.legislation.gov.uk/uksi/2021/55/contents/made>
- ✓ Copies of bank statements
- ✓ Financial accounts
- ✓ Evidence of activities (e.g. the webpage to your church's website, church magazine or service sheets)
- ✓ Governing document(s) and any proposal changes
  - ✓ The webpage to Parochial Church Powers Measure 1956  
<https://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents>
  - ✓ The webpage to Parochial Church Powers Measure 1956 changes  
<https://www.legislation.gov.uk/changes/affected/ukcm/1956/3>

# On submission

On submission you will receive a submission reference No. beginning 06100

You will also be asked to send in photocopies of various documents.

- **Put your submission ref No. on top of each page you send**
- Copy of notification of registration from any regulators
- Copies of bank statements
- Financial accounts
- Evidence of activities

HMRC say to send by standard post, not by registered

Keep a record of your submission receipt reference as you will need it if you contact HMRC about your application.

# Following submission

**Charity officials** will receive letters from HMRC to their home address advising they are on the application

**The charity** will receive a letter from HRMC confirming recognition of the charity - **within approximately 6 weeks** - this will include:

- HMRC charity reference number
- Unique Customer Account number
- Business address postcode where the activation code will be sent



# HMRC letters

## Letter to official



J21C9Q0R10UAA000000182001001 999 000



Charities, Savings and International 2  
HM Revenue and Customs  
BX9 1BU  
United Kingdom

Phone 0300 123 1073  
For our opening hours go to  
[www.gov.uk](http://www.gov.uk) or phone us.

[www.gov.uk](http://www.gov.uk)

Date 23 September 2022

Parochial Church Council

Reference number 06100

We have received an HMRC Charities application which shows you are an official for the above named organisation. The application includes confirmation that you satisfy the HMRC Fit and Proper Persons test, guidance is available on our website. You will be added to our records shortly.

If you are not an official for this organisation please tell us immediately by phoning the number shown at the top of this letter.

### Your rights and obligations

'Your Charter' explains what you can expect from us and what we expect from you.  
For more information go to [www.gov.uk/government/publications/your-charter](http://www.gov.uk/government/publications/your-charter)



## Letter to organisation



Charities, Savings & International 2  
HM Revenue and Customs  
BX9 1BU

J31A7001JMMMAA000004352001002368000

Together Kent  
DIOCESAN HOUSE  
LADY WOOTTONS GREEN  
CANTERBURY  
CT1 1NQ



Web [www.gov.uk](http://www.gov.uk)

Date 22 July 2020  
Charity ref ZD

Dear

**IMPORTANT - Please keep this letter safe**

### Together Kent

Thank you for your application for recognition as a charity for tax purposes.

I confirm that based on the information you've provided, Together Kent is a charity for tax purposes in line with Paragraph 1 of Schedule 6 Finance Act 2010. Your HMRC charity reference number is ZD . Please quote this reference number on all correspondence with us.

I also confirm that, for tax purposes, Together Kent is a charitable Company.

Our records show:

- as the charity's authorised officials
- that you have authorised Canterbury Diocesan Board of Finance to make repayment claims for the charity

We can only accept repayment claims made by any of the officials you have told us about or Canterbury Diocesan Board of Finance.

You can submit repayment claims using our secure online services – Charities Online. You'll need to enrol for this on the HMRC Online Services website. As part of the enrolment process you'll need to quote the following:

HMRC Charities reference number: ZD   
Unique Customer Account number:   
Business address postcode: CT1 1NQ

For information about making claims and how to enrol for our online services, go to [www.gov.uk](http://www.gov.uk)

Registering with HMRC as  
a Charity

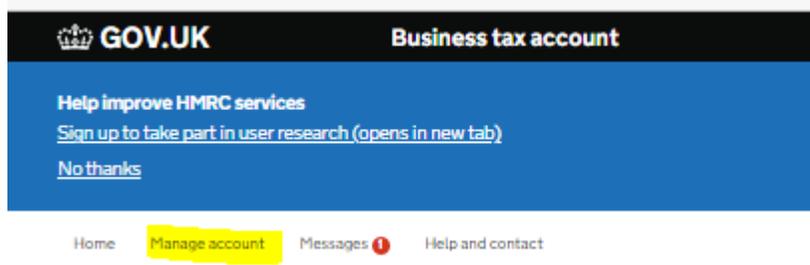
ANY QUESTIONS?



The online account

# Managing the account – adding Team members

Example from CDBF – no apparent limit



## Team member account access

You can give permission to others to access your business tax account.

[You can give permission to others to access your business tax account.](#)

[Give a team member access to a tax, duty or scheme](#)



Government Gateway

## Team members

We recommend that you have at least 2 team members set up as administrators.

[Add a team member](#)

Doug Gibb	Administrator	dgibb@diocant.org	<a href="#">Manage</a>
Sara Endicott-Clarke	Standard User	SClarke@diocant.org	<a href="#">Manage</a>
Victoria Alford	Standard User	valford@diocant.org	<a href="#">Manage</a>
jennifer Mulrooney (you)	Administrator	jmulrooney@diocant.org	<a href="#">Manage</a>

Showing 1-4 of 4 team members

Team members will receive their own Government Gateway access ID

You will receive a password for each member, which you will need to distribute to them for their first login to their unique Government Gateway

Managing account

ANY QUESTIONS?



Enrol to claim Gift Aid online

# Enrol to claim Gift Aid online

Login to HMRC using your Government Gateway ID

<https://www.gov.uk/log-in-register-hmrc-online-services>

What do you want to add?

- Corporation Tax
- Employers or intermediaries, for example PAYE for employers or CIS
- Self Assessment for individuals, sole traders, partnerships or trusts, or Making Tax Digital for Income Tax
- Another VAT service, for example EC Sales List

or

Other taxes or schemes

Continue

Select

Add a tax, duty or scheme now >

then select 'Other taxes or schemes'

Select category 'Charities – for Gift Aid repayment claims'

Enter the HMRC charity reference number (on confirmation letter) and last 4 numbers of bank account or, Unique Customer Account number

Select

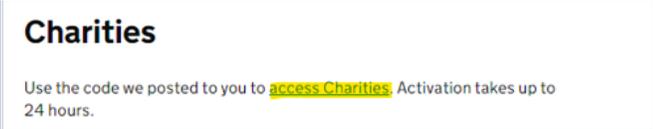
Request access

HMRC will post activation code within 7 days

# Within one month of receiving the activation code

Login to HMRC using your Government Gateway ID  
<https://www.gov.uk/log-in-register-hmrc-online-services>

Select 'access Charities' link



Enter your activation code

The next screen confirms access

You can enter a gift aid claim straight away



Important rule when claiming  
Gift Aid Small Donations Scheme (GASDS)

# GASDS cannot be more than 10 times your Gift Aid claim for a year

- ❑ For every £10 of GASDS donations claimed in a tax year you will also have need to have claimed £1 of gift aidable donations (i.e. donations supported by declarations)
- ❑ Up to a limit of £8,000 of GASDS donations (£800 of Gift aidable donations)

For example, you can claim on £1,000 worth of donations through GASDS if you've received £100 of Gift Aid donations in the same tax year.

[Claiming Gift Aid as a charity or CASC: Small donations scheme - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/claiming-gift-aid-as-a-charity-or-casc-small-donations-scheme)

# Important rule when claiming GASDS continued

Gift Aid donations must be made direct to your church/parish (i.e. not the Parish Giving Scheme)

- can be cash, cheque, standing order, direct debit, contactless, chip & pin, etc
- as long as they are supported by a declaration.

Remember that Gift Aid donations will include:

- one-off donations supported by declarations
- regular church envelopes (including aggregated amounts) which are supported by declarations

A gift aid declaration must include

- name of your charity (this is important)
- donor's full name
- donor's home address (at least their house number or name and postcode)

[Claiming Gift Aid as a charity or CASC: Gift Aid declarations - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**NB:** current gift aid declarations will suffice as long it is clear the donation is/was for the church/parish

GASDS/GIFT AID RULE

ANY QUESTIONS?



# Making a Gift Aid claim

# Making the claim

Login to HMRC using your Government Gateway ID

<https://www.gov.uk/log-in-register-hmrc-online-services>

Select 'Claim tax back on donations'

This opens the Charity repayment claim

The screenshot shows the HMRC website interface. At the top, there is a navigation bar with the HM Revenue & Customs logo and links for Home, Cymraeg, Contact HMRC, Help, and Sign out. Below the navigation bar, there is a section titled 'Your HMRC services' with a sub-section for 'Charity repayment claim'. This section includes a 'Make a charity repayment claim' link, a 'View a list of commercial software' link, and a 'FAQs' link. To the right of this section, there is an 'At a glance' section with a heading 'Make a charity repayment claim' and a paragraph explaining that users can make a claim using the HMRC online service or commercial software. Further right, there is a 'News & updates' section with a heading 'Welcome to the charities online service.' and a list of five common mistakes that will delay payment, such as 'Answer 'No' to the question 'are you a corporate trustee?' unless your charity is managed by a trust company, or trust department of a bank. See demonstrator page 8'.

HM Revenue & Customs Home Cymraeg Contact HMRC Help Sign out

▲ Your HMRC services

HMRC charities reference: [REDACTED]

### Charity repayment claim

- ▶ At a glance
- ▶ Make a charity repayment claim
- ▶ FAQs

### At a glance

#### Make a charity repayment claim

You can make a charity repayment claim using the HMRC online service by following the link below.

[Make a charity repayment claim](#) ▶

To make a charity repayment claim using commercial software follow the link below.

[View a list of commercial software](#) ▶

### News & updates

Welcome to the charities online service.

Before you make your claim please complete and save any schedules.

Please refer to the [demonstrator](#) which will help you make your claim correctly.

**Avoid these 5 common mistakes that will delay your payment:**

1. Answer 'No' to the question 'are you a corporate trustee?' unless your charity is managed by a trust company, or trust department of a bank. See demonstrator page 8
2. Do not confuse Gift Aid with the Gift Aid Small Donations Scheme (GASDS). See demonstrator page 6
3. Do not confuse your charity regulator's number with your HMRC reference or User ID. See demonstrator page 8
4. If you are including a tax adjustment on any schedule make sure you enter the amount of tax over-claimed and not the value of the donations.
5. Make sure you only give details of an official who is already known to HMRC.

# Gift Aid claim schedules

HMRC require the schedule spreadsheets to be submitted in Open Document format (ODS).

You will need one of these software programs installed:

- Microsoft Excel - Microsoft Office 2010 for Microsoft Windows
- LibreOffice 3.5 for Microsoft Windows, Apple Mac OS and Linux

Software requirements are explained on the HMRC website here:

<https://www.gov.uk/guidance/schedule-spreadsheet-to-claim-back-tax-on-gift-aid-donations>

# Download and save the Gift Aid schedule spreadsheet

<https://www.gov.uk/government/publications/gift-aid-schedule-spreadsheets-to-claim-back-tax-on-donations>

Excel version

[gift aid schedule version 3.ods \(live.com\)](#)

LibreOffice version

[gift aid schedule libre .ods \(live.com\)](#)

# Gift Aid schedule spreadsheet – rows 1 to 10

## instructions and examples



### Gift Aid donations schedule

#### Get it right first time - how to complete this schedule:

- \* Don't change the layout of the schedule or change the name of the worksheet.
- \* Save the schedule as a .ods file not a Microsoft Excel .xlsx file, for example Gift Aid Jan 2014.ods.
- \* If any section isn't applicable leave it blank. Don't enter N/A or Nil.
- \* Don't include blank spaces or other characters at the start or end of boxes.
- \* Don't leave a blank row between donations.
- \* Enter the house name or number and the postcode of all donors that live in the UK. For donors living abroad, enter their address and put X in the 'Postcode' column.
- \* Stay within the maximum of 1,000 rows of donations.
- \* Aggregated donations are donations under £20 from different people totalling less than £1000 per line. When you add together donations from the same donor, you must leave the aggregated donations column blank.
- \* For sponsored events enter the participant's name and address, the date collected, and the total amount raised. Don't include any donations over £500 – these must be shown separately as normal Gift Aid donations.

Fig.1 shows an example of how to complete the schedule. For more information follow the link below. You must be connected to the internet to access the guidance.

[Charities online guidance](#)

Fig.1 Examples	Title up to 4 characters	First name or initial up to 35 characters with no spaces, or just enter an initial	Last name up to 35 characters	House name or number up to 40 characters	Postcode UPPER CASE and include a space	Aggregated donations a simple description up to 35 characters - DON'T enter Yes or Not Applicable.	Sponsored event enter Yes or leave blank	Donation date (DD/MM/YY) DON'T use hyphens or full stops	Amount DON'T use a £ sign
	Prof	Henry	House Martin	152A	M99 1QD			24/03/15	240.00
	Mr	John	Smith	100 Champs Elysees, Paris	X			24/06/15	250.00
						One off Gift Aid donations		31/03/15	880.00
	Miss	B	Chaudry	21	L43 4FB		Yes	26/04/15	80.00

NB: You can change the name of the spreadsheet but not the name of the worksheet. That is you can not change the name of the worksheet (the name of the tab) which should remain as R68GAD\_V1\_00\_0\_EN

# Completing the Gift Aid schedule spreadsheet – rows 11 to 18

11	<b>Enter details from here</b>	
12		
13	<b>Box 1</b>	<b>Earliest donation date in the period of claim. (DD/MM/YY)</b>
14		
15		
16	<b>Box 2</b>	<b>Previously over-claimed amount. Leave blank if none</b>
17		
18		Don't use a £ sign

For aggregated donations, this date may be earlier than any date entered in the donation date column of the donations schedule table below.

Make sure you show the tax not the donation. This amount will be deducted from your claim.

In box 1 – enter the earliest date of the period being claimed

In box 2 – enter any previously over-claimed amounts or leave blank

# Completing the Gift Aid schedule spreadsheet – rows 19 onwards

The total below is automatically calculated from the amounts you enter in the schedule.

Total donations: £0.00

Donations schedule table

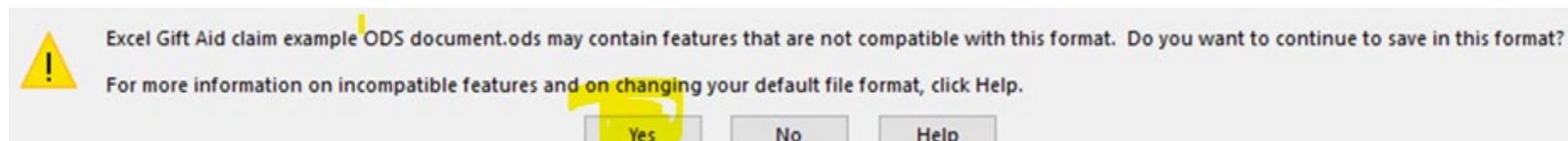
Item	Title	First name	Last name	House name or number	Postcode	Aggregated donations	Sponsored event (Yes/blank)	Donation date (DDMMYY)	Amount
1									
2									
3									
4									
5									
6									
7									
8									

Row 20 - Total donations box - this is automatically completed as rows 21 onwards are filled out

Row 25 onwards – enter claim details per individual

Things to note:

- If an individual made more than one donation during the claim period the total maybe included as one entry along with the date of the last donation
- Donations of £20 or less can be entered as an aggregate amount, up to £1,000 per row  
For example, one-off Gift Aid envelopes of £20 or less can be aggregated and entered as one amount in the Aggregated donations box.
- When saving there will be a message saying features are not compatible. Don't worry, just select 'Yes'



# Making the claim

Login to HMRC using your Government Gateway ID

<https://www.gov.uk/log-in-register-hmrc-online-services>

Select 'Claim tax back on donations'

This opens the Charity repayment claim

The screenshot shows the HM Revenue & Customs website interface. At the top, there is a navigation bar with the HMRC logo, the text 'HM Revenue & Customs', and links for 'Home', 'Cymraeg', 'Contact HMRC', 'Help', and 'Sign out'. Below the navigation bar, there is a section titled 'Your HMRC services' with a sub-section for 'Charity repayment claim'. This section includes a 'Make a charity repayment claim' button, a 'View a list of commercial software' link, and a 'FAQs' link. To the right of this section, there is an 'At a glance' box with the text: 'You can make a charity repayment claim using the HMRC online service by following the link below.' and 'To make a charity repayment claim using commercial software follow the link below.' Further to the right, there is a 'News & updates' section with a welcome message and a list of five common mistakes that will delay payment. The text 'HMRC charities reference:' is visible at the top right of the page, followed by a redacted area.

HM Revenue & Customs Home Cymraeg Contact HMRC Help Sign out

▲ Your HMRC services

HMRC charities reference: [REDACTED]

### Charity repayment claim

- ▶ At a glance
- ▶ Make a charity repayment claim
- ▶ FAQs

### At a glance

#### Make a charity repayment claim

You can make a charity repayment claim using the HMRC online service by following the link below.

[Make a charity repayment claim](#) ▶

To make a charity repayment claim using commercial software follow the link below.

[View a list of commercial software](#) ▶

### News & updates

Welcome to the charities online service.

Before you make your claim please complete and save any schedules.

Please refer to the [demonstrator](#) which will help you make your claim correctly.

**Avoid these 5 common mistakes that will delay your payment:**

1. Answer 'No' to the question 'are you a corporate trustee?' unless your charity is managed by a trust company, or trust department of a bank. See demonstrator page 8
2. Do not confuse Gift Aid with the Gift Aid Small Donations Scheme (GASDS). See demonstrator page 6
3. Do not confuse your charity regulator's number with your HMRC reference or User ID. See demonstrator page 8
4. If you are including a tax adjustment on any schedule make sure you enter the amount of tax over-claimed and not the value of the donations.
5. Make sure you only give details of an official who is already known to HMRC.

# Making the claim

## Repayment claim details

### Questions about this claim

I commit to providing honest and accurate information in the following claim

You can use this service to claim tax repayments on Gift Aid donations, claim UK tax deducted from other income and claim top-up payments under the Gift Aid Small Donations Scheme (GASDS). Please answer the questions below indicating which of the three areas you want to claim under then, click the 'Next' button to continue.

\* Indicates required information

Are you claiming Gift Aid? \*  

Are you claiming UK tax deducted from other income? \*  

Are you claiming a top up payment for small cash donations \* under GASDS? These are not your Gift Aid donations.  

Your claim reference number:

Back

Next

This box must be ticked before other entries can be made

This is your own reference, use something appropriate for your records, e.g. December 2022 claim

# Making the claim

## Repayment claim summary

You have not completed all the required sections of your claim. You must complete all the sections shown below with an arrow or cross beside them before you can finalise your claim.

To complete, view or amend a section, please follow the relevant link in the 'Status' column or click the 'Next' button to start completing the first section.

To delete this charity repayment claim click the 'Delete' button.

- ✓ A tick means you have entered information in this section
- An arrow means you haven't entered information in this section
- ✗ A cross means this section is incomplete

Section	Status
Questions about this claim	✓ Repayment claim details
About the organisation	→ Organisation details
Gift Aid schedule:	→ Attach Gift Aid schedule

To delete this repayment claim click the 'Delete' button below.

Delete

Next

# Making the claim

## Repayment claim details

### Questions about this claim

I commit to providing honest and accurate information in the following claim

You can use this service to claim tax repayments on Gift Aid donations, claim UK tax deducted from other income and claim top-up payments under the Gift Aid Small Donations Scheme (GASDS). Please answer the questions below indicating which of the three areas you want to claim under then, click the 'Next' button to continue.

\* indicates required information

Are you claiming Gift Aid? \*  ?

Are you claiming UK tax deducted from other income? \*  ?

Are you claiming a top up payment for small cash donations under GASDS? These are not your Gift Aid donations. \*  ?

Your claim reference number:  ?

If you indicated you are claiming a top-up payment under GASDS you must provide the information below.\*

Are you claiming a top up payment under GASDS for donations that were not collected in a community building?  ?

Are you claiming for donations collected in community buildings?  ?

Are you connected to any other charities or CASCs for the purpose of GASDS?  ?

Are you making an adjustment to a previous GASDS claim?  ?

It is possible to claim for:

- Gift Aid
- GASDS top-up or GASDS community buildings in the same submission

## Repayment claim summary

You have not completed all the required sections of your claim. You must complete all the sections shown below with an arrow or cross beside them before you can finalise your claim.

To complete, view or amend a section, please follow the relevant link in the 'Status' column or click the 'Next' button to start completing the first section.

To delete this charity repayment claim click the 'Delete' button.

✓ A tick means you have entered information in this section

→ An arrow means you haven't entered information in this section

✗ A cross means this section is incomplete

Section	Status
Questions about this claim	✓ Repayment claim details
About the organisation	→ Organisation details
Gift Aid schedule:	→ Attach Gift Aid schedule
Gift Aid Small Donations Scheme schedule	→ Donation details → Attach community buildings schedule

# Making the claim – About the organisation

## About the organisation

### Organisation details



You must provide the information below then, click the 'Next' button to continue. The person making this claim must be a recognised authorised official or corporate trustee that has already been notified to HM Revenue & Customs as the authorised official.

\* indicates required information

Name of charity regulator:\*

Please select



If you selected Charity Commission for England and Wales, Charity Commission for Northern Ireland or Office of the Scottish Charity Regulator, you must provide the information below.\*

Charity regulator's number - enter the numerical characters only (not the HMRC Charities reference number):



Is this claim being made by a corporate trustee\* such as the Trust Department of a bank, a Trust Company or a Trust Corporation?

Please select



Your daytime telephone number (including international dialling code if outside the UK):



# Making the claim – as an Excepted Charity

## About the organisation

### Organisation details

You must provide the information below then, click the 'Next' button to continue. The person making this claim must be a recognised authorised official or corporate trustee that has already been notified to HM Revenue & Customs as the authorised official.

\* indicates required information

Name of charity regulator: \*

None

Please provide a reason for not being registered with a regulator:

Your charity is Excepted

Income is £100,000 or less & your charity is in one of the following groups:

- Churches/Chapels belonging to some Christian denominations
- Charities that provide premises for some types of school
- Scout and Guide groups
- Charitable service funds of the Armed Forces
- Student Unions

Is this claim being made by a corporate trustee\* such as the Trust Department of a bank, a Trust Company or a Trust Corporation? Please select

Your daytime telephone number (including international dialling code if outside the UK):

\*Next' automatically saves your data.

Back Next

# Making the claim – as Charity Commission registered

## About the organisation

### Organisation details

You must provide the information below then, click the 'Next' button to continue. The person making this claim must be a recognised authorised official or corporate trustee that has already been notified to HM Revenue & Customs as the authorised official.

\* indicates required information

Name of charity regulator:\*

Charity Commission for England and Wales ▼

If you selected Charity Commission for England and Wales, Charity Commission for Northern Ireland or Office of the Scottish Charity Regulator, you must provide the information below.\*

Charity regulator's number - enter the numerical characters only (not the HMRC Charities reference number):

██████████

Is this claim being made by a corporate trustee\* such as the Trust Department of a bank, a Trust Company or a Trust Corporation?

No ▼

Input your Charity  
Commission registration  
number

# Making the claim – authorised official details

If you selected that this claim is not being made by a corporate trustee, you must provide details below about your organisation's authorised official.\*

Title:

First name:

Last name:

Please enter a postcode or indicate if your address is not in the UK.\*

Postcode:



eg AB12 3YZ

Please select if your address is not in the UK

Your daytime telephone number (including\* international dialling code if outside the UK):



# Making the claim

## Repayment claim summary

You have not completed all the required sections of your claim. You must complete all the sections shown below with an arrow or cross beside them before you can finalise your claim.

To complete, view or amend a section, please follow the relevant link in the 'Status' column or click the 'Next' button to start completing the first section.

To delete this charity repayment claim click the 'Delete' button.

- ✓ A tick means you have entered information in this section
- An arrow means you haven't entered information in this section
- ✗ A cross means this section is incomplete

Section	Status
Questions about this claim	✓ Repayment claim details
About the organisation	✓ Organisation details
Gift Aid schedule:	→ Attach Gift Aid schedule
Gift Aid Small Donations Scheme schedule	→ Donation details → Attach community buildings schedule

To delete this repayment claim click the 'Delete' button below.

Delete

Next

Progress summary

# Making the claim

## Attach Gift Aid schedule

**Gift Aid schedule**

**Download a Gift Aid schedule**

You have indicated that you want to claim a repayment of tax on Gift Aid donations. Your claim must include full details of the donors and their donations on which you are claiming a repayment of tax.

You must have already completed and saved an HM Revenue & Customs (HMRC) Gift Aid schedule on your computer with details of your Gift Aid donations to support this claim.

**Please note:** If you haven't already done so please follow the link below to download the HMRC Gift Aid schedule.

To complete the schedule now you will need to log out of this service. Any information you have already entered will be saved.

Once you have completed the schedule you will be able to log back into this service and attach it to your claim.

[Download a Gift Aid schedule](#) ▶

Further information about Gift Aid schedules can be found in the online guidance. HMRC recommend you read this guidance before you complete and save your schedule.

**Attach your Gift Aid schedule**

When you are ready to attach your Gift Aid schedule to this claim, click on the 'Browse' button below to find and select the completed schedule on your computer.

Gift Aid schedule: Choose File No file chosen

**Please note:** You must attach a Gift Aid schedule before you can submit your charity repayment claim.

I do not want to attach a Gift Aid schedule at this time.

[Repayment claim summary](#) [Next](#)

Attach schedule

# Making the claim

Attach and confirm schedule

### Attach Gift Aid schedule

#### Gift Aid schedule - Confirmation

Please confirm that the details shown below match the information in the Gift Aid schedule that you have attached to this claim.

If the information is correct please click the 'Confirm details' button to continue.

If the information is incorrect, you will have to amend the Gift Aid schedule saved on your computer and then follow the 'Attach an updated Gift Aid schedule' link below to continue with your claim.

**Gift Aid schedule details**

Revised donation date: 08 December 2019  
Adjustment for Gift Aid previously over-claimed: £0.00  
Total donations: £7379.00

Line	T/E	First name	Last name	House name or number	Postcode	Aggregated donations	Sponsored event	Donation date	Amount (£)
1	R	[REDACTED]	[REDACTED]	12	[REDACTED]	Not applicable	Not applicable	05/12/2019	100.00
2	R	[REDACTED]	[REDACTED]	7	[REDACTED]	Not applicable	Not applicable	05/12/2019	33.00
3	R	[REDACTED]	[REDACTED]	26	[REDACTED]	Not applicable	Not applicable	15/12/2019	200.00
4	R	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Not applicable	Not applicable	03/01/2020	93.00
5	R	[REDACTED]	[REDACTED]	7	[REDACTED]	Not applicable	Not applicable	03/01/2020	93.00

### Attach Gift Aid schedule

#### Gift Aid schedule - Confirmation

✓ You have successfully attached your Gift Aid schedule.

Please click the 'Next' button to continue.

Next

# Making the claim – GASDS top-up

## Gift Aid Small Donations Scheme (GASDS) schedule

### Donation details

Use this page to claim for payments under the Gift Aid Small Donations Scheme (GASDS). This is separate from your Gift Aid claim.

The GASDS is for small cash donations of £20 or less that the charity or Community Amateur Sports Club that you do not have a Gift Aid declaration for. It only applies to donations you have received since 6 April 2013.

If you are only claiming under Gift Aid you must not complete any of the boxes on this page. You should return to the 'Repayment Claim Details' screen and answer 'No' to the question 'Are you claiming under GASDS?'

\* indicates required information

Tax year 1 ending 5 April: \*  ⓘ  
eg yyyy

Amount of donations on which you are claiming \* £  ⓘ  
a top up payment under GASDS. Do not include any donations collected in a community building:

Do you want to make a claim for second tax \*  ⓘ  
year?

If you indicated that you want to make a claim for another tax year, you must provide the following information. \*

Tax year 2 ending 5 April:  ⓘ  
eg yyyy

Amount of donations on which you are claiming \* £  ⓘ  
a top up payment under GASDS. Do not include any donations collected in a community building:

Do you want to make a claim for third tax \*  ⓘ  
year?

HMRC screen here says small cash donations of £20 or less but it has been £30 or less since 2019

Although only the year is asked for (not a day and month), GASDS claims can be multiple times for a tax year (e.g. monthly) up to a limit of £8,000 of donations

# Gift Aid Small Donations Scheme – multiple community buildings spreadsheet

- Excel version

[community buildings excel.ods \(live.com\)](#)

- Libre version

[community buildings schedule Libre .ods \(live.com\)](#)

# GASDS community buildings – rows 1 to 10

If you have only one church building in your parish, you won't need to use a spreadsheet, and can simply enter the amount claimed on the online form



## Gift Aid Small Donations Scheme (GASDS) community buildings

Get it right first time - how to complete this schedule:

- \* Don't enter an amount over the GASDS limit of £5000 (for donations received before 5 April 2016) or £8000 (for donations received on 6 April 2016 onwards).
- \* GASDS are claimed by tax year - not on your accounting period. Please ensure you separate donations into tax years.
- \* GASDS must be claimed within two years. If it has been more than two years then your GASDS will now be out of date.
- \* Don't change the layout of the schedule or change the name of the worksheet.
- \* Save the schedule as a .ods file not a Microsoft Excel .xlsx file, for example Gift Aid Jan 2014.ods.
- \* If any section isn't applicable leave it blank. Don't enter N/A or Nil.      \* Don't include blank spaces or other characters at the start or end of boxes.
- \* Don't leave a blank row between donations.      \* Stay within the maximum of 500 rows of donations.      \* Enter values in pounds sterling including pence.

Fig.1 shows an example of how to complete the schedule. For more information follow the link below. You must be connected to the internet to access the guidance.

[Charities Online guidance](#)

Fig.1 Examples	Building name (up to 160 characters)	First line of address (up to 40 characters)	Postcode UPPER CASE and include a space	Tax year 1 ending 5 April (include tax year 3 claims in this column)	Amount of donations received in tax year 1 (£) (include tax year 3 claims in this column)	Tax year 2 ending 5 April	Amount of donations received in tax year 2 (£)
	The Vault	22 Liberty Place	L20 3UD	2014	1500.00	2015	2500.00
	The Vault	22 Liberty Place	L20 3UD	2016	2000.00		
	Boothle Village Hall	11A Grange Road	L20 1KL	2015	1750.00		

If you do not have a postcode for the church, you should take that of the nearest building with a postcode.

# Making the claim – summary

## Repayment claim summary

You have completed all the required sections of your claim and you can finalise your claim by clicking the 'Next' button below.

If you want to check any part of your claim before you finish then click on the appropriate link in the 'status' column (below) which will take you to the section selected.

To delete this charity repayment claim click the 'Delete' button.

- ✓ A tick means you have entered information in this section
- An arrow means you haven't entered information in this section
- ✗ A cross means this section is incomplete

Section	Status
Questions about this claim	✓ Repayment claim details
About the organisation	✓ Organisation details
Gift Aid schedule:	✓ Attach Gift Aid schedule

To delete this repayment claim click the 'Delete' button below.

Delete

Next

# Making the claim – Declaration

## Declaration

### Declaration

**Your charities repayment claim is now ready for submission.**

Before your repayment claim can be accepted by HM Revenue & Customs (HMRC), you must indicate your agreement to the statements below by ticking the checkbox

The information I have given in this claim is complete and correct to the best of my knowledge and belief.

I confirm that I have read the HMRC notes and guidance on claiming Gift Aid and/or top-up payments under the Gift Aid Small Donations Scheme.

Where this claim wholly or partly relates to Gift Aid I claim exemption from tax for this charity or Community Amateur Sports Club for the period covered by the claim

I understand that false statements can lead to prosecution. \*

If you have included any adjustments in this claim, you must enter an explanation below. You can also provide any other information regarding your charity's repayment claim (a maximum of 350 characters is allowed).\*

Back

Next

You then need to enter the user ID and password that you entered at the start of the process as a security check. Then click “submit” to submit your claim for payment.

# Making the claim

## Acknowledgment

✓ You have successfully submitted your charity repayment claim at 5 Feb 2023 11:40:16

Your **submission receipt reference number** is: OE6WRQEEUBKTZAACMWCB2RF7OTLFCBST

Click the 'Next' button to see a printable summary of your claim, including your submission receipt reference number.

To see a summary of your claim click 'Next'.

Next

## Charity repayment claim summary

This is a summary of the information you've submitted to HM Revenue & Customs (HMRC) as part of your charity repayment claim, including any Gift Aid Small Donations Scheme (GASDS) donations you may have claimed for. It also contains your submission receipt reference number. You should wait to receive your repayment rather than contacting HMRC or re-submitting your return.

**Please note:** HMRC recommends that you print this information for your records by using the print facility on your browser.

Charity name:	[REDACTED]
HMRC Charities Reference:	[REDACTED]
Date of submission:	5 Feb 2023 11:40:16
Claim submitted by:	Canterbury Diocesan Board of Finance
Number of Gift Aid donations:	30
Total value of Gift Aid donations claimed:	£7376.00
Number of Other Income items:	Not attached
Total value of Other Income claimed:	Not attached
Amount of tax relief previously overclaimed:	Not attached
Total value of GASDS donations not collected in a community building:	Not applicable
Number of community buildings:	Not attached
Total value of GASDS donations collected in community buildings:	Not attached
Number of connected charities:	Not attached
Amount of GASDS previously overclaimed:	Not applicable
Your submission receipt reference number is:	OE6WRQEEUBKTZAACMWCB2RF7OTLFCBST

[Log out and go to HMRC homepage](#) ▶

[Go to Your HMRC services](#) ▶

Acknowledgement & summary

Process changes  
Current Diocesan House process  
and  
Change in Parish process

# Current process at Diocesan House

## Preparation and Entry

### Email received from parish

- Turnaround spreadsheet checked and amended if required to meet 3rd party software requirements
- Turnaround spreadsheet saved down to a 'ready to load' folder on Explorer
- Scanned declarations saved down to 'ready to enter' folder on Explorer
- Scanned one-off declarations and church envelopes saved down to a 'ready to enter' folder on Explorer

### Preparation

- if not already done so by the parish, one-off declarations and church envelopes of £20 or less are identified and aggregated amount noted
- Gift Aid Small Donations Scheme (GASDS) amounts identified and recorded on a spreadsheet by parish, date
- Declaration details manually entered

### Entry

- Turnaround spreadsheets loaded to 3rd party software, one spreadsheet at a time
  - closed or incorrect GADs numbers for individuals noted, removed and spreadsheet load re-attempted
- Parish account by parish account
  - One-off and envelope declarations over £20 manually entered
  - Aggregated declarations per parish manually entered
  - GSADS details manually entered
- Documents saved to 'Ready to load' and 'Ready to enter' folders moved to 'ready for checking'

# Current process at Diocesan House

## Checking and Submission

### Check entries to original documentation

- Checking reports for the claim are downloaded from 3<sup>rd</sup> party software
- Spreadsheet templates saved into 'current claim' folder on Explorer and manually populated with claim totals by parish by tax year
- The reports from the 3<sup>rd</sup> party software are checked parish by parish and corrections noted on the spreadsheet templates

### Enter corrections

- Corrections are posted to 3<sup>rd</sup> party software
- Checking reports for the claim are again downloaded from 3<sup>rd</sup> party software
- Totals of the reports are manually checked to the spreadsheet template adjusted totals to confirm corrections correctly entered

### Submission to HMRC twice (Gift Aid claim and then GASDS claim)

- On 3<sup>rd</sup> party software follow screen menus: Go to Claims, Online Claiming, Create Online File
- Check Data Validation and Exception Reports
- Select non GASDS only or GASDS only
- Save down various reports (including Full summary, parish summary, annual summary)
- Select 'Create Online File'
- Enter next claim number and save file
- Select 'Submit Claim'
  - click ellipsis button and choose file just created
  - change URL field and select 'submit'
  - Ensure messages are all 'OK'
  - Record reference ID
  - Close screen by clicking X
- Follow screen menus Claims, Online Claiming, Confirm Claim

# Current process at Diocesan House Paying Parishes

Prepare BACs file for payment to parishes (this is done twice re Gift Aid and GASDS)

- On 3<sup>rd</sup> party software select screen menus: Claims, Reimbursement Reports, Create BACS file
- Select 'Remove zero amounts'
- Select by claim number, select claim, press 'Create'
- Email copy of Claim Summary and BACS file to Financial Controller (FC) and Finance Director (FD)

Sending remittance advises to the parishes (this is done twice re Gift Aid and GASDS)

- On 3<sup>rd</sup> party software select screen menus: Claims, Reimbursement, Remittance Reports, PDF
- Write email for parishes with payment date advised by FC or FD
- Send email with attachment

BACS payment to parishes on Lloyds bank commercial online (two loads)

- In Lloyds bank online account select BACs payments
- Load BACs file for Gift Aid and BACs file for GASDS
- FC and FD log on to authorise payments

# The process for parishes

## Current

Send email to Diocesan House

- Write email
- Upload Turnaround spreadsheet
- GASDS entered on Turnaround or in body of email
- Scan and upload declarations, including one-offs and envelopes

Check remittances

- Check remittance advice to original submission
- This can be difficult as remittance advices may be a combination of multiple claims and there is a significant time delay between submission and remittance

Check payment receipt from Diocese

- Check bank for payment

## Future

Logon to HMRC account

- Follow screen prompts: 'Yes' or 'No'
- Enter your contact details
- Upload spreadsheet
- Enter GASADS amount

Check online summary

- Check on-screen summary to ensure all looks as expected
- Submit

Check payment receipt from HMRC

- Check bank for payment

# Current process: Email to Diocesan House

Turnaround Report for Parish: XXXX

Period Covered: 01/02/2022 to 28/08/2022

GAD No.	Donor Name	Amount Paid	Last Payment Date	Address
1234567	Doe, Mr John	1000.00	28/02/2022	5 Somewhere CT1 1XX
<b>Aggregate details</b>				
	Envelopes	300.00	28/02/2022	
<b>GASDS details</b>				
	Plate	10.00	28/02/2022	

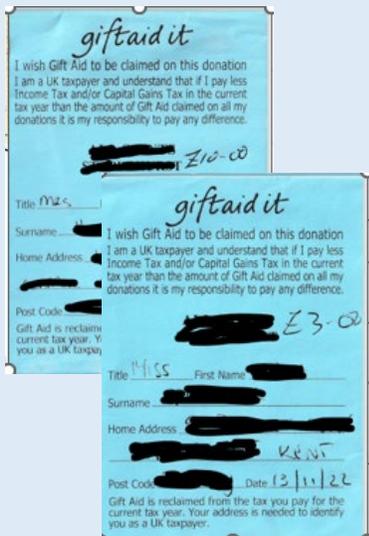
Aggregate and GASDS manually identified and input at Diocesan House

GAD No. not required by HMRC

help Acrobat Tell me w

Address Book Names Attach File Link S

Names Include



Scans of Declarations and envelopes not required by HMRC (originals to be kept in your records)

# New process: Submission to HMRC

Earliest donation date in the period of claim. (DD/MM/YY)

Box 1 01/02/22

Title	First name	Last name	House name or number	Postcode	Aggregated donations	Sponsored event (Yes/blank)	Donation date (DD/MM/YY)	Amount
Mr	John	Doe	5	CT1 1XX			22/02/22	1,000.00
					Envelopes		28/02/22	300.00

## Attach Gift Aid schedule

### Gift Aid schedule

#### Download a Gift Aid schedule

You have indicated that you want to claim a repayment of tax on Gift Aid donations. Your claim must include full details of the donors and their donations on which you are claiming a repayment of tax.

You must have already completed and saved an HM Revenue & Customs (HMRC) Gift Aid schedule on your computer with details of your Gift Aid donations to support this claim.

**Please note:** If you haven't already done so please follow the link below to download the HMRC Gift Aid schedule.

To complete the schedule now you will need to log out of this service. Any information you have already entered will be saved.

Once you have completed the schedule you will be able to log back into this service and attach it to your claim.

Download: Gift Aid schedule

Further information about Gift Aid schedules can be found in the online guidance. We recommend you read this guidance before you complete and save your schedule.

#### Attach your Gift Aid schedule

When you are ready to attach your Gift Aid schedule to this claim, click on the link below to find and select the completed schedule on your computer.

Gift Aid schedule:  No file chosen

## Gift Aid Small Donations Scheme (GASDS) schedule

### Donation details

Use this page to claim for payments under the Gift Aid Small Donations Scheme (GASDS). This is separate from your Gift Aid claim.

The GASDS is for small cash donations of £20 or less that the charity or Community Amateur Sports Club that you do not have a Gift Aid declaration for. It only applies to donations you have received since 6 April 2013.

If you are only claiming under Gift Aid you must not complete any of the boxes on this page. You should return to the 'Repayment Claim Details' screen and answer 'No' to the question 'Are you claiming under GASDS?'

\* indicates required information

Tax year 1 ending 5 April: \*  eg YYYY

Amount of donations on which you are claiming \* £  a top up payment under GASDS. Do not include any donations collected in a community building:

THANK YOU FOR  
YOUR TIME

ANY QUESTIONS?

