



# Your sponsorship form

## Sunday 19th September 2021

When completing your sponsorship form, there are some guidelines which need to be followed to ensure that we can process the forms to maximise your donations.

- The rules of Gift Aid state that the declaration details and ticked box, must be made (written) by the individual (not just names) who is making the donation (the sponsor).
- There needs to be a full name (e.g. Mr Joe Bloggs), you cannot just use initials.
- The address must be complete, including full postcode and house number/name.
- If these details are not properly completed, then we will be unable to claim the Gift Aid on your sponsorship form.

### What is Gift Aid? *giftaid it*

Gift Aid is a simple way to increase the value of your gift to Farleigh Hospice, at no extra cost to you. It is a tax relief scheme that allows charities to reclaim tax on a donation made by a UK taxpayer, which means your donations will be worth 25% more to us. If you Gift Aid your donations we can claim back from the government 25p for every £1 you donate.

### What we need to claim Gift Aid:

- A fully completed declaration including your full name and full home address. The rules around gift aid are strict, so it's really important that you fill in every section of the sponsor form properly.
- A personal donation. We can't claim Gift Aid on donations from companies. The donation must be your own money and not the proceeds of a collection.
- For you to have paid income or capital gains tax (in the UK) for each tax year (6 April to 5 April) at least equal to the tax that all the charities or Community Amateur Sports Clubs that you donate to will reclaim on your gifts for that tax year. Other taxes such as VAT and Council Tax do not qualify.

### Gift Aid should not be claimed when:

- Making a donation in return for tickets (raffles, events and auctions) or goods and services (including 'experience' days). This is because they are not 'freewill' gifts - you are getting something in return for your donation.
- Making a donation on behalf of someone else or a group of people. For example, if a friend gives you £10 which you donate to your Fundraising Page using your own card and details. Even if your friend is a UK taxpayer, the donation is not eligible because HMRC needs to know the details of the person actually contributing the funds.
- Making a donation on behalf of a company. You can only make Gift Aid declarations on your own taxpayer status when spending your own money. However, a company can claim tax relief on the donation when donating directly to the charity.
- Making a donation to a family member who's taking part in an event and their charity is contributing to the cost.



**It is because you care that we can**

[www.farleighhospice.org](http://www.farleighhospice.org)   

Registered charity no 284670



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### Frequently Asked Questions

#### How do I sign up to Gift Aid?

- The process is simple - all you have to do is make a Gift Aid declaration. If you are donating online, just tick the Gift Aid box on the donation form. If you donate in a shop, there is a simple form to sign, or contact us on 01245 457355 and we'll send you a form through the post.

#### What is a Gift Aid declaration?

- A Gift Aid declaration is a statement by an individual taxpayer that they want a charity to receive the tax paid on their donation back from the government.

#### What does the Gift Aid declaration commit me to?

- Nothing! It just ensures that if you choose to donate to Farleigh Hospice, we can claim an extra 25% back from the government.

#### What are the benefits to higher-rate taxpayers?

- If you pay tax at the higher rate, you can reclaim tax relief on your gross donation at 20% (i.e. the difference between the higher rate of tax at 40% and the basic rate at 20%).

#### What if I am not a UK taxpayer?

- The Gift Aid scheme is unique to the UK. If you are not a UK taxpayer, you can still make a donation, but your donation will not be eligible for Gift Aid.

#### What if I don't live in the UK?

- A person living overseas can still claim Gift Aid provided that they are a UK taxpayer and can satisfy the Gift Aid declaration requirements in the donation process.

#### What if my donation isn't eligible for Gift Aid?

- If your donation isn't eligible for Gift Aid, we'll still process the money as we would any other donation.

#### Why has Gift Aid been removed from my recent donation?

- Not every donation is eligible for Gift Aid. To remain in line with HMRC guidelines, you may notice that we remove Gift Aid from your donation retrospectively when it isn't eligible.

#### What do I do if I my tax status changes or I want to cancel my declaration?

- To let us know if you stop paying tax or wish to cancel your declaration, please use our enquiry form or call us on 01245 457355.

**If you have any other questions about Gift Aid, you can have a look on the HMRC website here:**

<https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid>



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