Swiftaid

In order to capture Gift Aid on your behalf, we need to ensure that Swiftaid can:

1. Uniquely identify eligible donations
2. Know exactly how much Gift Aid can be claimed
3. Ensure that Gift Aid/GASDS tax relief is not claimed more than once on each donation

* Need assistance?

For further guidance on this form please visit: **swiftaid.co.uk/auth**

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1 **Name of Charity, Community Amateur Sports Club (CASC)**
or other organisation entitled to UK charity tax reliefs

2 **HMRC Charities reference**

This is the reference that your organisation was given when it registered with HM Revenue and Customs. It begins with a letter.

3 **Donation Descriptor** *

In order for Swiftaid to identify eligible donations, we need to know the exact description given to donations appearing on a donor's bank account.

4 **Donation amounts** Optional Field

To limit Gift Aid to specific donation amounts, please list them below.

e.g. £3. £4.50. £10. £15

£   £   £   £

Leave blank if you would like to claim on all donations

5 **Start date**

When do you want Swiftaid to start processing Gift Aid?

To claim on historic donations enter a date in the past

DD MM YYYY

6 **End date** Optional Field

When do you want Swiftaid to stop processing Gift Aid?

DD MM YYYY

7 **Processing fees**

We can only claim Gift Aid on the money received by your organisation, please list any card processing fees incurred before the money is received.

e.g. 5% + 1p   10p + 2%

OR ☐ The whole donation is eligible for Gift Aid

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8 **Declaration**

The information I have given is correct and complete to the best of my knowledge and belief, and I hold the role of authorised official or responsible person within the organisation.

I confirm the combination of donation descriptor, dates and donation amounts will solely identify donations that are received by the organisation and meet the Gift Aid qualifying requirements set by HMRC.

I confirm that the organisation appoints Swiftaid to process Gift Aid on all donations identified above and will not claim, or allow any other third party to claim, any Gift Aid benefit (including GASDS) on these donations without first confirming with Swiftaid.

I confirm on behalf of the organisation, the acceptance of Swiftaid's Terms and Conditions found at **swiftaid.co.uk/charity/terms**

Name in block letters

Job title

Signature

Date

Once completed please post this form to:
Swiftaid, Surrey Technology Centre, 40 Occam Road, Guildford, Surrey, GU2 7YG

or by email to:
authorise@swiftaid.co.uk