Gift Aid declaration

Charity	[Your company name]
Registered charity number	[Registered charity number]
Reference	[Reference]

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Your Gift Aid declaration

In order to Gift Aid your donation you must tick one of the boxes below:

For a single donation. I want to Gift Aid my donation of [Donation] to [Your company name]. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference: ☐

For this and all donations. I want to Gift Aid my donation of [Donation] and any donations I make in the future or have made in the past 4 years to [Your company name]. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference: ☐

[Note: The two statements are HMRC's model wording, word for word: the single donation form and the multiple donation form (Charity Gift Aid Declaration, single donation and multiple donation, on GOV.UK). HMRC's forms have one box each; this form puts both on one page, so the donor ticks one. If you change the wording, it must still contain what HMRC requires: the donor's name and home address, the charity's name, a declaration that the donations are to be treated as Gift Aid donations, and the statement about paying enough tax. A community amateur sports club uses HMRC's CASC version, which names the club instead of the charity.]

Your details

Title, first name or initial, and surname	[Participant name]
Full home address	[Address]
Postcode	[Participant's postcode]

Please let us know

Please notify the charity if you:

- want to cancel this declaration

- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

[Note: Scottish taxpayers who pay Income Tax above the 20% basic rate can also claim the extra relief in the same way. Keep each declaration, and a record of the donations it covers, for as long as HMRC's record-keeping rules require, so that you can show HMRC an audit trail linking each claim to a declaration.]

We will use your details only to claim Gift Aid on your donations and to keep the records HMRC requires, as explained in our privacy notice.

Signed by the donor

Signature _____

Name _____

Date _____

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/gift-aid-declaration