

## Further guidance notes for paper claim forms – how to complete the forms



**NEW IN 2018 !!**

We have uploaded our guidance notes and short videos which contain important rules on gift aid, GASDS and how to complete your claim forms.

These videos can be viewed on our website by clicking on the following link:



[www.methodist.org.uk/giftaid](http://www.methodist.org.uk/giftaid)



We have made significant changes to our guidance notes in 2018 including a new requirement to give us details of donors whose donations are included under aggregated donations.



Please read these notes and our guidance notes in full before you complete your gift aid forms and watch those videos if you can.



### **Gift Aid Administration Fees Review**

Effective from 1<sup>st</sup> September 2018,

- We will charge £10 per each line of GASDS if your GASDS donation is more than £1,000 and 2% if your GASDS donation is less than £1,000.
- The fees for normal gift aid will increase from £2 to £2.10 for each line of donation above £12.
- The fee for donations under £12 remains at 15% for each line.

## NOTES:

1. These notes and all guidance notes are for churches which use our Gift Aid Bureau Service. They are not intended for churches which claim directly from HMRC as their requirements are different.
2. If you do not claim gift aid rebate through the Bureau Service of the Methodist Church, please inform us and we will remove your Church from our mailing list.
3. If you are no longer the gift aid secretary for the church named on the claim form, please forward the forms, instructions notes and FAQs to someone responsible for gift aid in your church, the Reverend Minister or your Church Treasurer and ask them to give them to the person who has been assigned the Gift Aid Secretary responsibilities.
4. If you have received these forms in error (because you are no longer the gift aid secretary of your church) and you do not know the new gift aid secretary, **kindly seal the envelope** again and return the entire content of this letter to us by writing "RETURN TO SENDER" at the back of the envelope. You do not need to put any stamp on the letter.

## Declarations forms

We have enclosed a copy of the new Declaration form that **must** be used for any new or amended declarations completed after the 6/4/2016 in order to be valid. ***Existing declarations do not need to be replaced if the donors' addresses and tax situation circumstances have not changed. However HMRC state that it is the charities responsibility to inform their donors any tax implication the gift aid claimed by those charities may have on their donors.***

We will therefore request that you ask your donors to inform you if:

- They are no longer taxpayers,
- The tax they paid is less than what you are claiming on their donations (in this case, the amount should be reduced accordingly)
- They have changed their addresses.

The current declaration states the following.

**"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."**

Please note that even though VAT and council tax are not mentioned in the new declaration wording, they are not income tax for gift aid.

Please **destroy any old 'blue' forms or any other declaration forms including the old stock, if they do not contain the current wording. Do not send declarations, long term or single declarations to Methodist Church House.** These must be retained by your church in case of a HMRC inspection, as they will visit your Church and they will expect to see all valid declarations and a complete audit trail of the gift aid claimed on the donations e.g. donation being banked, donation cleared on the bank statement.

## How to complete paper forms

The papers forms have the following sections:

- Summary page
- Section A: Existing donors
- Section B: Aggregated donations
- Section C: GASDS
- Section D: New Donors

Please do not use copies of previous paper forms as we have made significant changes reflected on this new version. If you need more copies for other tax years, you will need to photocopy this one.

### Summary page

On the summary page, please provide totals for existing donors, aggregated donations, GASDS and new donors.

### Section A – Existing donors

If any donor on your list has left your church, is no longer a taxpayer or has died, please write “L” for left or no longer a taxpayer and “D” for deceased.

Donation date - This is the last donation date for the tax year or the last date the donor made a donation if this is earlier.

### Section B - Aggregated donations

Aggregated donations are donations from donors who have completed gift aid declarations and have donated £20 or less during the entire period which covers your claim, mostly one year. **Aggregated donations include what churches normally record as Easter Offering, WMF, Projects, Mission in Britain etc.**

We have provided a space under Section B. Please record these in £1,000 batches i.e. a maximum of £1000 per line.

**Do not include donations from anonymous donors or loose offering on this line, these should be included under GASDS.**

If you have received more than £20 from any donor, please DO NOT include this under “Aggregated donations”, record this under the donor’s name. Similarly, if the donor has asked you to divide his donations between your church and Connexional funds, for example Easter offering or Mission in Britain, and the total is more than £20, please record those donations under their names. Small multiple donations exceeding £20 when added together will not qualify to be aggregated and putting them under aggregated donations breaches HMRC rules.

If you have added such small donations under aggregated line, please provide a breakdown on a supplementary form we have emailed you. We are unable to process your aggregated donations without the supplementary form.

### **Section C – GASDS**

Before completing this section, please read our guidance notes on GASDS. In this section, please provide total GASDS amount by tax year. We will not process your GASDS donations if you don't give us the tax year.

If you have more than one community building, please give us complete addresses for each building.

### **Section D - New donors**

This section is for donors whose names are not on the claim form we have sent you. Please ensure that you have gift aid declaration forms from these donors and keep them as your church gift aid records. Please do not send declaration forms to us. In addition to donors names and addresses, please give us their donations and declaration dates.

For donation dates, please write the last date the donor donated to your church in the tax year you are claiming on. The declaration date is the date the donor signed a gift aid declaration form.

### **Other common mistakes or factors which can lead to delays in processing your claims**

- Sending both paper and Excel forms
- Do not print off excel forms, if you have a problem with completing Excel forms; please contact us to request for a paper form.
- Failing to provide donations dates and donors details. Without this we cannot process the claim form and we will return it to you.
- Sending the claims after deadlines. Please refer to our guidance notes for important GASDS and gift aid deadlines.