

For official use only Date claim received	Sub number
Arithmetic check required	Initials and date
Authorised initials and date	

If your details are not shown below, complete this section

HMRC Charities reference that starts with X or C

Name of charity or community amateur sports club (CASC)

Correspondence address

Postcode

Notes

Please read all the notes carefully. We will return the forms to you if they are not correct or complete.

When to use this form

This form can only be used by Charities and Community Amateur Sports Clubs (CASCs) to claim tax repayments on Gift Aid donations and other income such as bank or building society interest.

Before you make a claim

Please ensure that:

- you are registered with us and have a HMRC Charities reference number
- if you have not already done so, you are authorised by the charity/CASC to make a claim by completing form:
 - ChN1 if you are an individual
 - ChN2 if you are an agency
- claims are made within the set time limits. As a general rule you have at least five years to make a claim. For further information, go to our website www.hmrc.gov.uk/charities

Changes to the basic rate of Income Tax

On 6 April 2008 the basic rate of tax changed from 22% to 20%.

You will be due transitional relief on donations made to you between 6 April 2008 and 5 April 2011. You do not need to claim this, we will pay this automatically.

To make your claim

You will first need to complete the:

- appropriate R68 Gift Aid schedule, and /or
- R68 Other Income schedule.

You must complete a **separate schedule for each accounting period** you are claiming for and send them to us with this claim form.

Keep a copy of each for your records, or in case we have any queries.

Do not send us any other correspondence, unless it relates directly to your claim.

For further advice, or for any of our forms, go to our website at www.hmrc.gov.uk/charities or phone our Helpline on **0845 302 0203**.

About this claim

Make sure that the reference number, name and address shown at the top of the page are correct.

If the name of the charity/CASC has changed since your last claim, enter the new name. You must send evidence with this form, for example, minutes of meeting, certificate of incorporation

Please give details about the person authorised to make this claim. This person must sign the declaration on page 2.

Full name (*including title, such as Mr, Mrs, Miss, Ms or other*)

Position in the charity/CASC (*for example, treasurer*)

Daytime phone number (*In case we need to contact you*)

When does your accounting period end?

This date is important for us to work out when we need to pay you any interest. There are notes on the schedules to explain the correct dates to use. If you are not sure, ask a charity official.

Tax back calculation and amount of claim

Use the information on all of the schedules that you have completed to tell us how much you are claiming. Please send them with this claim form.

Gift Aid donations

Total donations made **up to** 5 April 2008

A £ · multiply by 22 then divide by 78 =

Total donations made **from** 6 April 2008

B £ · multiply by 20 then divide by 80 =

Total Gift Aid tax you are claiming (add together boxes A1 and B1)

Other income you are claiming (such as, tax deducted on bank interest)

Total tax repayment you are claiming (add together boxes C and D)

Taxback

A1 £ ·

B1 £ ·

C £ ·

D £ ·

E £ ·

Period of claim

From (date) To (date)

Payment details

Who should we send payment to?

Tick one box

The charity/CASC

A nominee (such as a solicitor or agent)

Nominee's name and reference

How should we pay you?

Please complete **one** of the two options

Option 1 - Direct payment to a bank or building society

Name of account (as shown on the bank statement)

Account number

Branch sort code

 - -

Building society account reference number, if any

Name of bank or building society

Option 2 - Payment by cheque. Please tell us where to send the cheque

 Postcode

Declaration and signature

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

I confirm that this **Charity/Community Amateur Sports Club** is exempt from tax for the period of this claim.

I understand that false statements can lead to prosecution

Signature

Date

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APE	start date	end date	Amount

Please return your completed forms to:

HMRC Charities, Repayments, (Unit 361A), St John's House, Merton Road, Liverpool, L75 1BB