Sponsorship and Gift Aid declaration form

[INSERT NAME OF EVENT]

Please sponsor [insert name] to complete [insert event name] in aid of [insert name of PTA or PTFA].

If I have ticked the box headed ‘Gift Aid’, I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity named above to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / 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.

I understand the charity will reclaim 25p of tax on every £1 that I have given. Remember: You must provide your full name, home address, postcode and tick Gift Aid for the PTFA to claim tax back on your donation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Sponsor’s first name** **and surname** | **Sponsor’s home address** | **Postcode** | **Donation amount (£)** | **Date paid** | **Gift Aid****(tick here)** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
|  |  | **Total donations received** |  |  |
|  |  | **Total Gift Aid donations** |  |  |
|  |  | **Date donations given to Charity** |  |  |

**How and when to give us the money you’ve raised**

After the event, please collect your sponsorship money as soon as possible and [insert instructions] by [add date].

**THANK YOU**