

# SPONSORSHIP AND GIFT AID DECLARATION FORM



Title \_\_\_\_\_ Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Fundraising Event \_\_\_\_\_ in aid of Brooke Date: \_\_\_\_\_

## Will you add Gift Aid to your sponsors donation?

If I have ticked the box headed 'Gift Aid? 4', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want Brooke 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:** Title + Full name + Home address + Postcode + 4 = Gift Aid for Brooke to claim back. For Brooke to claim Gift Aid, all fields below are mandatory.

Please help me in raising as much money as possible for Brooke, whose mission is to improve the lives of working horses, donkeys and mules and to deliver sustainable change within the communities that depend on them.

Thank you!

I'm trying to raise

£ \_\_\_\_\_

Full Name One name per line please (Title, First Name and Surname)	Home address Not your work address (this is essential for Gift Aid)	Postcode (this is essential for Gift Aid)	Donation Amount	Gift Aid? 4	Date Donation Paid
Mr John Smith	Number 1, Unknown Road, Unknown City, Unknown Country	ABCTYZ	£ 10.00	4	1.09.2019
			£		
			£		
			£		
			£		
			£		
			£		
			£		



# SPONSORSHIP FORM GUIDELINES



Please read all of the instructions below carefully. Without you understanding the HMRC rules or getting the correct fields on the sponsorship form completed correctly, Brooke will not be able to claim Gift Aid.

- Please ensure that all sponsors complete their title, name, surname, full address and postcode.
- Please note that this form must be completed for a specific fundraising event, on a specific day. (For example, a London Marathon event)
- Please ensure each individual has their own line. (We cannot accept Mr. and Mrs to be included in one line)
- Please note that the 'date donation paid' box is the date you the participant collect the money from the sponsor. You must complete this box before sending your sponsorship money back to Brooke.
- We would like you to collect all the sponsorship money as soon as possible, if this is not possible please indicate this at the bottom of the reverse of the form "Are you expecting to collect any more sponsorship money"? Y/N
- Remember: **Title + Full name + Home address + Postcode + 4 = Gift Aid** for Brooke to claim back. All these fields must be completed.
- In order for you to be able to maximise Gift Aid we have highlighted the Gift Aid Statement for sponsors to read:

If I have ticked the box 'Gift Aid? Box below (4)', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want Brooke to reclaim tax on the donation I have made below and 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 Brooke will reclaim 25p of tax on every £1 that I have given.

Please see below an example of how to correctly complete the form, to ensure that we can receive Gift Aid.

Full Name One name per line please (Title, First Name and Surname)	Home address Not your work address (this is essential for Gift Aid)	Postcode (this is essential for Gift Aid)	Donation Amount	Gift Aid? 4	Date Donation Paid
Mr John Smith	Number 1, Unknown Road, Unknown City, Unknown Country	ABC TYZ	£ 10.00	4	1.09.2019