

## Template Letter for Gift Aid Claim – Standard Method

This template is for charity shops to use to advise donors of the proceeds of sale under the Standard Method. For guidance on when to use this letter and how to operate the retail Gift Aid Scheme, follow the link at the end of the letter.

Please note- *the text in italics is compulsory.*

Dear (name of supporter),

Thank you for bringing your goods to (name of charity) for sale. *You agreed that we would contact you to advise you how much we raised from the sale of your goods.*

*I am pleased to tell you that proceeds from selling your goods have raised £XX.XX (net of commission and VAT). To donate this sum of £XX.XX to our charity you need do nothing further. This will allow the Charity to reclaim an additional £YY.YY in Gift Aid in the tax year to 5 April YYYY.*

*If we do not hear from you within 21 days of the date of this letter, we will assume that you wish to donate the money raised to our charity and, once again, we thank you for your support.*

*Please also contact us within 21 days if:*

- a) you expect to pay less than £ZZ.ZZ (cumulative gift aid claimed in tax year) in UK Income and / or Capital Gains Tax in this tax year to meet the Gift Aid amount claimed back by the charity or*
- b) your personal details, such as name and address, have changed, or you wish to cancel your gift Aid declaration.*

*If you have paid insufficient tax to meet the Gift Aid claimed by the charity HMRC may seek to recover this sum from you direct, as it is your responsibility to pay any difference.*

Yours faithfully/sincerely/truly,

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For guidance on when to use this letter and how to operate the retail Gift Aid Scheme, see the link below to section 3.42.7- 3.42.9.

[Claiming Gift Aid when goods are sold by, and the proceeds gifted to, charities](#)