

Gift Aid donations schedule

Get it right first time - how to complete this schedule:

- * Don't change the layout of the schedule or change the name of the worksheet.
- * Save the schedule as a .ods file not a Microsoft Excel .xlsx file, for example Gift Aid Jan 2014.ods.
- * If any section isn't applicable leave it blank. Don't enter N/A or Nil.
- * Don't include blank spaces or other characters at the start or end of boxes.
- * Don't leave a blank row between donations.
- * Enter the house name or number and the postcode of all donors that live in the UK. For donors living abroad, enter their address and put X in the 'Postcode' column.
- * Stay within the maximum of 1,000 rows of donations.
- * Aggregated donations are donations under £20 from different people totalling less than £1000 per line. When you add together donations from the same donor, you must le
- * For sponsored events enter the participant's name and address, the date collected, and the total amount raised. Don't include any donations over £500 – these must be sh

Fig.1 shows an example of how to complete the schedule. For more information follow the link below. You must be connected to the internet to access the guidance.

[Charities online guidance](#)

Fig.1 Examples	Title up to 4 characters	First name or initial up to 35 characters with no spaces, or just enter an initial	Last name up to 35 characters	House name or number up to 40 characters	Postcode UPPER CASE and include a space	Aggregated donations a simple description up to 35 characters - DON'T enter Yes or Not Applicable.
	Prof	Henry	House Martin	152A	M99 2QD	
	Mr	John	Smith	100 Champs Elysees, Paris	X	
	Miss	B	Chaudry	21	L43 4FB	One off Gift Aid donations

Enter details from here

Box 1

Earliest donation date in the period of claim. (DD/MM/YY)
01/01/24

For aggregated donations, this date may be earlier than any date entered in t below.

Box 2

Previously over-claimed amount.
Leave blank if none
Don't use a £ sign

Make sure you show the tax not the donation. This amount will be deducted fr

The total below is automaticall

Total donations:

Donations schedule table

Item	Title	First name	Last name	House name or number	Postcode	Aggregated donations
1	Mr	Graham	Hughes	9	EN8 9HZ	
2	Mr	Ronald	Hodgson	85a	CM19 5ED	
3						Table Collection
4	Mr	David	Rudland	4 Cadmore Court	EN8 9LB	
5	Mr	David	Rudland	4 Cadmore Court	EN8 9LB	
6	Mr	Ronald	Hodgson	85a	CM19 5ED	
7	Mr	David	Rudland	4 Cadmore Court	EN8 9LB	
8						Table Collection
9						Table Collection
10	Mr	David	Rudland	4 Cadmore Court	EN8 9LB	
11						Table Collection
12	Mr	Robert	Fenton	62B	SG13 8BJ	
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Leave the aggregated donations column blank.
Own separately as normal Gift Aid donations.

Sponsored event enter Yes or leave blank	Donation date (DD/MM/YY) DON'T use hyphens or full stops	Amount DON'T use a £ sign
	24/03/15	240.00
	24/06/15	250.00
	31/03/15	880.00
Yes	26/04/15	80.00

the donation date column of the donations schedule table

om your claim.

y calculated from the amounts you enter in the schedule.

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Stop! If you try to enter more than 1,000 rows of donations, you'll get an error message and you won't be able to submit your claim. You will need to submit this claim with up to 1,000 rows of donations and then make another claim

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