CAF COMPANY ACCOUNT

Individual partner Gift Aid declaration

If your organisation is a partnership, we can make your giving tax effective by claiming Gift Aid on the donations made into your CAF Company Account.

In order to comply with updated rules from HMRC, effective 6 April 2016 CAF will require this individual Gift Aid declaration to be completed for each participating equity partner in your organisation. This is so that we can claim Gift Aid on your partnership's charitable donations.

If your organisation wishes to grant individual Power of Attorney over Gift Aid declarations, please note this relates to the signing of the Gift Aid declaration only. A form will still need to be completed for each partner (ie, one form per partner).

Each partner's Gift Aid declaration must contain their full residential home address including post code.

This form can be edited online and returned by email. Alternatively, you can return a handwritten form by post. Please remember to keep a copy for your files.

If you have any questions, please contact a member of our customer services team on **03000 123630** or email **partnership@cafonline.org**

Additional guidance notes

Partners should also include their share of the Gift Aid donation on their own Self Assessment tax return in whatever split the partners agree e.g. in equal shares, in accordance with their share of the partnership profits set out in the partnership agreement or split another way.

The individual partners will obtain tax relief via their own tax calculations with HMRC.

If a partnership decides to donate direct to charities (instead of via CAF) it will be necessary for an individual declaration per partner to be executed for each charity supported.

The partnership's CAF Company Account will continue notwithstanding any partnership changes although the firm will have to ensure that new partners execute a Gift Aid declaration if they wish those partners' proportion of the donation to be tax effective.

Registered charity number 268369

1313R/0616

Please complete all sections of the declaration.

Partnership details

This information is essential to help us identify the organisation you work for.

Name of partnership or Limited Liability Partnership (LLP)

Partnership business address

Postcode

Gift Aid declaration for individual partners

Your personal contact details

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Full forename(s)

Surname

Home address

Postcode

In order to Gift Aid your donations, you must tick the box(es) that apply.

☐ Please Gift Aid any donations I make now and in the future.

☐ Please Gift Aid any donations I have made in the last four years.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid being claimed on all my donations in that tax year, it is my responsibility to pay any difference.

☐ I confirm that I will advise CAF if this situation changes.

Please notify us if you want to cancel this declaration, change your name or home address or if you no longer pay sufficient tax on your income and/or capital gains.

Signature Date D D M M Y Y Y Y

CAF and the companies in which it has a majority stake, or their subsidiaries (defined here as the Group) will not share your information with any outside organisation except as part of providing a product/service or when legally obliged to do so.

Next steps

Once completed and signed, please return the form by email to **Partnership@cafonline.org** or post the original copy to Customer Services, Charities Aid Foundation, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4TA. Please keep a copy for your future reference.

CAF Charities Aid Foundation