

Gift Aid donations schedule

How to complete this schedule:

Step 1 – Enter the date for the earliest donation you have received in the period that you are claiming for in Box 1.

Please note: This date should be the earliest date of a donation included in the schedule below.

Step 2 – Enter the amount of tax overclaimed in previous Gift Aid claims in Box 2. If you have not overclaimed any tax, leave this box blank.

Step 3 – Enter the details of each donation in the donations schedule table below. Enter values in pound sterling including pence.

Important note

You **must not** alter the structure or formatting of data in this schedule. If you do HMRC will **not accept** your schedule.

More information about how to fill in this schedule is available on the HMRC website by following the link below. You must be connected to the internet to access the guide.

► [Charities Online guidance](#)

Earliest donation date:	
Box 1	05/01/15 (DD/MM/YY)

For schedules that include aggregate donations, the date entered in Box 1 may be earlier than any date entered in the donation date column of the donations schedule table below.

Previously over-claimed amount:	
Box 2	0.00

Please enter the previously over-claimed amount for Gift Aid donations in Box 2.

The total below is automatically calculated from the amounts you enter in the schedule.

Total donations:	£2,345.00
-------------------------	------------------

Donations schedule table

Item	Title	First name	Last name	House name or number	Postcode	Aggregated donations	Sponsored event (Yes/blank)	Donation date (DD/MM/YY)	Amount
1	Mrs	Jane	Alexander	75 Minton Road	LN88 5PP			22/02/15	385.00
2	Mr	Ian	Carstairs	66 Norbury Rise	SW8 8XX			14/02/15	20.00
3	Mr	Len	Harper	55 Devons Road	CO44 8DF			12/02/15	280.00
4	Mr	David	Hollingsworth	54 Harrow Road	DN66 8PP			20/02/15	50.00
5	Mr	David	Larson	19 Charrel Drive	BS91 0HH			23/02/15	386.00
6	Mrs	Pauline	Lewis	The Red House	GL01 5ML			26/02/15	974.00
7	Mrs	Sally	Percival	The Grange	PO66 6MA			05/01/15	250.00
8									
9									
10									
11									
12									
13									
14									