


How to claim Gift Aid Online

giftaidit

Church of Scotland
Stewardship and Finance

Scottish Charity Number SC011353



This guide helps you to claim Gift Aid using the Charities Online service through the Government Gateway. 

There are three stages to making a claim. . . .

1. Registering with the Government Gateway for the Charities Online service.
2. Preparing spreadsheets in the format required by HMRC.
3. Making a claim online, which can include Gift Aid and claims on the Small Donations Scheme.

Step One: Registering with the Government Gateway to Claim Online

To register you need to go to <https://online.hmrc.gov.uk>

You will need your: HMRC Charities Reference Number (often beginning with an X), the postcode of the address registered with HMRC (usually your authorised official), and either the last four digits of your organisation's bank account number that HMRC use to pay Gift Aid into, or if you registered with HMRC after 6th April 2013, your customer account number.

1. Go to HMRC Online Services: <https://online.hmrc.gov.uk>
2. Click on the 'Register' button in the 'New users' section. (See right)
3. On the next screen, click on the 'Sign up for HMRC online Services' link.
4. On the next screen, click on the 'Organisation' link.
5. On the next screen, tick the 'Charities' checkbox, then click the 'Next' button.
6. You will be reminded of the data that you need to have to hand (see above). Then click the 'Next' button.
7. You should now have reached the 'Registration and Enrolment' screen. This gives an overview of the next six screens. When you've read this, click the 'Next' button.

HM Revenue & Customs Online Services
HMRC home | Contact us | Help

Welcome to HMRC Online services

Existing users
If you are already signed up to use HM Revenue & Customs (HMRC) Online Services and have a Government Gateway account, please enter your User ID and password, then click the 'Login' button below.

New user
To sign up to use HMRC Online Services and to register a business for HMRC taxes, please click the 'Register' button below.

Please note: Fields are not case sensitive.

User ID:

Password:

[Digital Certificate user](#)

[Lost User ID?](#)

[Lost password?](#)

[Lost or expired Activation Code?](#)

If you have lost both your User ID and password please contact the HM Revenue & Customs (HMRC) [Online Services Helpdesk](#).

- [Digital Certificate user](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Computer requirements](#)
- [View a demo of HMRC's services](#)
- [Registration and Enrolment process](#)

STEP ONE: Terms and Conditions. You will need to read the terms and conditions - you can do this by clicking on the 'Read terms and conditions' link. This opens in a new window. When you have read this, you need to close this window, and click the checkbox on the original screen to confirm you have read them. Then click the 'Next' button.

STEP TWO: About You.

Enter your first and last name in the "Full Name" box. Then enter your e-mail address in the next two boxes (this verifies that they are the same and you haven't made a keying error). Then click the 'Next' button.

STEP THREE: Choose a password

On this screen you need to choose a password. Your password must:

- be between eight and twelve characters (letters and numbers)
- contain at least one number (0-9) and at least one letter (a-z)

Again, you will need to enter this twice to verify that you haven't made a keying error. You may want to write down a hint to help you remember the password. Then click the 'Next' button.

STEP FOUR: Note your USER ID reference number.

A twelve digit user ID number is displayed. You must make a note of this. If you write it down, you are also recommended to print the page, so you can verify that it is correct. You will need to keep this safe as it will be needed every time you log in to use HMRC online services, along with your password. Then click the 'Next' button.

STEP FIVE: Enter Charity Details.

You will need to enter:

- Your HMRC Charities Reference Number (often beginning with an X),
- And the postcode of the address registered with HMRC (usually your authorised official), and either
- the last four digits of the bank account number that HMRC use to pay your Gift Aid claims into, or
- if you registered with HMRC after 6th April 2013, your customer account number.

Then click the 'Next' button.

You now need to wait for an Activation code to arrive in the post from the Government Gateway. This will have a tear off cover over a part of the letter, revealing a twelve digit activation code.

Registering to Claim Online: Completing the Process

Once the letter from the Government Gateway has arrived, you can then go back to <https://online.hmrc.gov.uk>

Login using the twelve digit USER ID code that you were given in the first part of the process, and your password. You will come to a screen which reminds you when you last logged in. Click the 'Next' button.

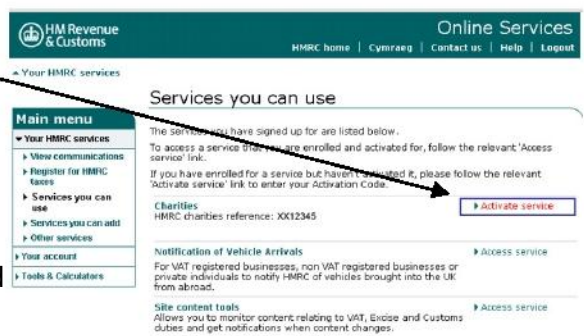
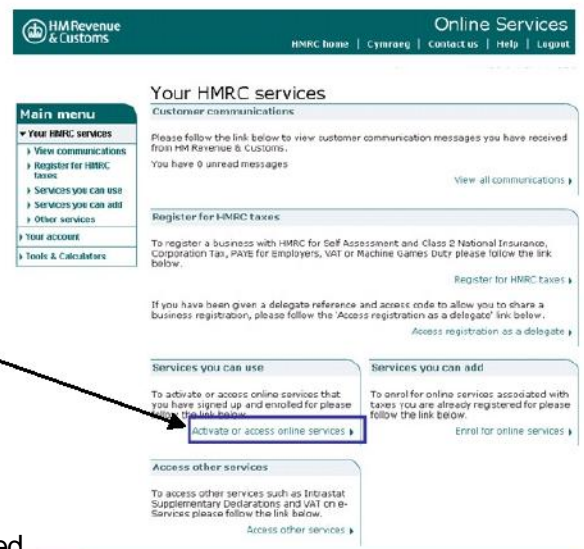
On the 'Your HMRC Services' page, select the 'activate or access online services' link in the 'Services You can use box.

You will see a screen that shows Charities and your HMRC number, with a red "Activate Service" link. Click on this link

Enter the activation code that arrived in the post into the box provided, and click the "Activate" button. You should hopefully be taken to a screen which tells you that you have successfully activated your Charities Online service.

Click on the 'Next' button and you return to the "Your HMRC Services" page.

When you are ready to make a claim, you will come back to this page, and when you click on the "activate of access online services", you will see that the link to the right of your Charities Online reference has changed to 'Access Service'. Click on this link, and you're ready to start claiming.



Step Two: Getting the ability to create spreadsheets in the right format.

HMRC require the schedule spreadsheets to be submitted in Open Document format (ODF). This means that you will need to have either of the software programs below installed on your computer:

- Microsoft Excel - Microsoft Office 2010 for Microsoft Windows
- LibreOffice 3.5 for Microsoft Windows, Apple Mac OS and Linux

Gift Aid Spreadsheets:

We have attached suitable spreadsheets for you to use, but if your software is unable to open these, the HMRC website will allow you to download suitable software.

<http://www.hmrc.gov.uk/charitiesschedules/giftaid.htm>

At the top of the spreadsheet, you will need to enter the earliest donation date you are claiming for, and any over-claimed amounts from previous claims.

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

Previously over-claimed amount:
Box 2

Below that you need to enter information about donors.

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

Total donations: £4,755.00

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	Prof	P	Plum	11	AB12 3DF			13/06/13	1,200.00
2	Mrs	Patricia	Peacock	15	AB12 6YY			05/06/13	1,940.00
3	Miss	S	Scarlet	The Red House	AB12 6YT			02/06/13	850.00
4	Col	Maxwell	Mustard	The Old Hall	AB12 3RY			17/06/13	620.00
5						March 2013 envelopes		25/06/13	145.00
6									

You need to enter their title, Initial or First Name and Last name, and then the House name or number and the Postcode; and then for each donor the date of the donation, or the latest in the series and the total amount given. The spreadsheet will calculate the amount of donations at the top of the schedule.

You can enter aggregated donations of £20 or less, up to a total of £1,000 per row. This can be helpful for one-off Gift Aid envelopes. To claim this, leave the donor details blank, and enter a simple description in the Aggregated Donations box. To find out more, see GA8 Aggregated Claims at:

<http://www.hmrc.gov.uk/charities/online/giftaid-spreadsheet.htm#3>

Community Buildings Spreadsheets:

The Community Buildings schedule for the Small Donations Scheme can be accessed at

www.hmrc.gov.uk/charitiesschedules/communitybuildings.htm With the two spreadsheets, you will need to make sure you choose the right version from the HMRC web page, as there are different versions for Office

In the Community Buildings table you will need to enter the address of each of your churches (community buildings) along with their postcode. If you do not have a postcode for the church, you should take that of the nearest building with a postcode.

Community buildings table

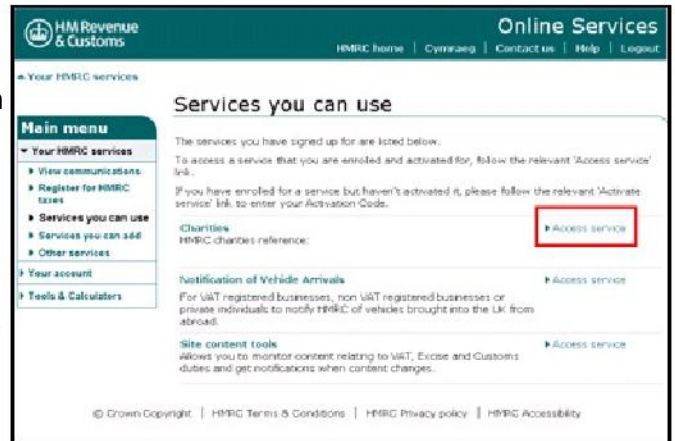
Item	Building name	First line of address	Postcode	Tax year 1 ending 5 April	Amount of donations received in tax year 1 (£)	Tax year ending
1	St Agatha's Church	Church Road	AB12 3CD	2014	5,000.00	
2	St Bartholomew's Church	High Street	AB15 9XY	2014	4,208.00	
3						

Step Three: Making the Claim

Once you have your spreadsheets ready, making the claim is reasonably easy.

You need to log back into the Government Gateway, and then access the services you can use. To access the charities Gift Aid claiming system you need to select "Charities - Access Service" as shown in red on the screen shot on the right. Then click on the "Make a charity repayment claim" link.

The next screen asks you what you want to claim:



Repayment claim details

Questions about this claim

You can use this service to claim tax repayments on Gift Aid donations, claim UK tax deducted from other income and claim top-up payments under the Gift Aid Small Donations Scheme (GASDS). Please answer the questions below indicating which of the three areas you want to claim under them, click the 'Next' button to continue.

* indicates required information

Are you claiming Gift Aid? Yes No

Are you claiming UK tax deducted from other income? No Yes

Are you claiming under GASDS? Yes No

Your claim reference number:

If you indicated you are claiming a top-up payment under GASDS you must provide the information below.*

Are you claiming under GASDS for any donations received by your organisation? No Yes

Are you claiming for donations collected in community buildings? Yes No

Are you connected to any other charities or GASDS for the purpose of GASDS? No Yes

Are you making an adjustment to a previous GASDS claim? No Yes

Read Guidance Carefully!

You are likely to want to claim on Gift Aid, so answer 'Yes'. You are likely to answer 'No' to the second question.

This system is also used to claim on the Gift Aid Small Donations Scheme.

About the organisation

Organisation details

You must provide the information below then click the 'Next' button to continue. The person making this claim must be a recognised authorised official or corporate trustee that has already been notified to HM Revenue & Customs as the authorised official.

* indicates required information

Name of charity regulator:

Charity registration number:

About the person making this claim, is your? No Yes

If you selected you are not a corporate trustee you must provide details below about your organisation's authorised official.*

Title:

First name:

Last name:

Please enter a postcode or indicate if your address is not in the UK.*

Postcode:

Please select if your address is not in the UK

Your daytime telephone number (including international dialling code if it's not the UK):

You are asked for details about the organisation.

You should answer "no" to the question about whether you are a Corporate Trustee. This has nothing to do with whether you are a church member!

You then need to input data about your authorised official - the person notified to HRMC who is authorised to claim on your behalf.

The next stage of the process is to attach the spreadsheets you have prepared earlier. If everything is fine, then you will see the file incorporated into the screen, as shown on the left below.

Attach community buildings schedule
Community buildings schedule - Confirmation

Please confirm that the information below matches the information in the community buildings schedule that you have attached to this claim.

If the information is correct please click the "Confirm details" button to continue.

If the information is incorrect, you will have to amend the community buildings schedule saved on your computer and then follow the "Attach an updated community buildings schedule" link below to continue with your claim. This will replace the incorrect community buildings schedule you previously attached.

Community buildings schedule details

Total donations: £9208.00

Item	Building name	First line of address	Postcode	Tax year 1 ending 5 April	Amount of donations received in tax year 1 (£)	Tax year 2 ending 5 April	Amount of donations received in tax year 2 (£)
1	St Agatha's Church	Church Road	AB12 0C D	2024	5900.00	Net applies	Net applies
2	St Bartholomew's Church	High Street	AB15 0W Y	2024	4208.00	Net applies	Net applies

Attach your community buildings schedule

If you want to attach an updated community building schedule please follow the link below.

[Attach an updated community buildings schedule](#)

Attach Gift Aid schedule
Gift Aid schedule - Confirmation

You have successfully attached your Gift Aid schedule.

Please click the "Next" button to continue.

When you accept this you see the message above confirming that the file has been successfully attached.

If there are errors in the file, these will be pointed out, and the file will need correcting and re-attaching.

The final stage of the process is to submit your claim, and to receive confirmation that the claim has been successfully submitted with a submission receipt reference number.

To submit the claim, you first need to complete the 'Declaration' screen, ticking the check box to acknowledge that you understand that false statements can lead to prosecution.

You then need to re-enter the user ID and password that you entered at the start of the process as a security check. On this screen, clicking the "submit" button will submit your claim for payment.

This takes you to a final screen which is an Acknowledgement that the claim has been submitted, and gives you a submission receipt reference number. You should either print the screen or make a note of this number for your records.

Between 8am and 5:00pm, Monday to Friday (excluding public holidays), you can the HMRC Charities helpline if you are having difficulty with submitting your claim on 0845 302 0203.



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*Make your offering to the church
grow*

Stewardship and Finance department

Our remit

The General Treasurer's Department and the Stewardship Department merged to form the Stewardship and Finance Department on 1 June 2009, replacing the Stewardship and Finance Committee which was discharged by the General Assembly of 2009. The department is accountable to the [Council of Assembly](#) through its Finance Group.

The main responsibilities of the Stewardship and Finance Department are:

- Teaching and promoting Christian stewardship throughout the Church;
- Planning and delivery of stewardship programmes in congregations;
- Calculating the annual Ministries and Mission Contribution for each congregation and processing payments;
- Providing support, training and advice on financial and accounting matters to Congregational Treasurers;
- Providing management and financial accounting support for the Councils, Committees and Statutory Corporations;
- Providing banking arrangements and operating a central banking system for the Councils, Committees and Statutory Corporations;
- Receiving and discharging legacies and bequests on behalf of the Councils, Committees and Statutory Corporations;
- Making VAT returns and tax recoveries on behalf of the Councils, Committees and Statutory Corporations;
- Payroll processing for the Ministries Council, Central Services Committee and the Pension Schemes



For more information, contact the Stewardship and Finance Department:

sfadmin@cofscotland.org.uk