



## How to Register with HMRC to Claim Gift Aid

### Register your charity with HMRC.

Go to <https://www.gov.uk/charity-recognition-hmrc> This process can take up to 6 weeks to complete, so please start as soon as you can. We would like all groups to start this process immediately (to have it completed before the end of the tax year).

To register you will need your charity's:

- Bank account details and financial accounts
- Names, addresses, dates of birth and National Insurance numbers of the person making the Gift Aid application and annual claims on behalf of the unit (Authorised Official) and two members who must be trustees (Responsible Persons).
- Your Charity Commission NI registration number
- Charitable objectives (sometimes called purposes)
- Governing document (your constitution) which explains how your charity is run.

### Post Additional Information Required to HMRC

After logging all the required information, you will get a reference number and you will be sent a request from HMRC to send further information to HMRC by post. This additional information normally includes:

- Bank statements
- Your latest financial accounts
- Your Scout Group governing document (constitution)
- A letter from Scouting Ireland - email [si@scoutfoundationni.org.uk](mailto:si@scoutfoundationni.org.uk) and SFNI office staff will request this letter from Scouting Ireland on your behalf.

You are given 30 days to return this information to HMRC.

Your application will not be successful if you do not send all the documents requested/ listed above.

## **Confirmation of Registration**

If your application is successful, HMRC will send you a letter which will confirm that your unit is registered as a charity for tax purposes and will state your unit's HMRC reference number. You will need to keep the letter safe as it is your evidence that your unit can claim the available tax exemptions.