

One off Envelopes

Completion requirements

The following examples are extracts from a presentation given by HM Revenue and Customs regarding the completion of envelopes and what is and isn't acceptable.

Gift Aid declaration

A declaration must contain - Name of donor

- Ideally we would like to see:
Mr John Smith
- We will however accept the following
John Smith, J Smith or Mr J Smith
- We will not accept
Mr Smith, Smith or John

Gift Aid declaration

Addresses on GADs (i)

YES ✓

- 11, HD8 9QA OR Dunroamin, HD8 9QA
- 11, Park Street, Goole, HD8 9QA
- 11, Park Street, Goole
- 11, Park Street, HD8 9QA

NB Please be very wary when using the third option above- 11 Park Street Goole. This option is ONLY likely to be acceptable PROVIDED, Goole lies within your Church boundaries' and you can prove that the person concerned is known to you. Therefore, I would suggest that this option is not used.

Gift Aid declaration (ii)

NO X

- 11, HD8
- Park Street, Goole, HD8 9QA
- 11 Park Street
c/o Yates Wine Bar, Park St, Goole