Swiftaid

DSA2

Donation source authorisation

Use this form to authorise Swiftaid to collect Gift Aid on eligible donations made to your organisation and confirm the following:

- The donation source (e.g. contactless terminal) will only be used for donations and will not be used to collect payment for the sale of goods or services.
- Gift Aid/GASDS tax relief will not be claimed more than once on donations made through this source.

For further guidance on this form please visit **swiftaid.co.uk/dsa2**

Or call us on: **01483 688 252**

1 Charity display name

Use a name that donors will recognise when they make a donation through this source.

2 HMRC charities reference

This is the reference that your organisation was given when it registered with HM Revenue and Customs. It begins with a letter.

e.g. XN00000

3 Donation descriptor

We need to know the exact description given to donations appearing in a donor's bank statement.

4 Start date

When do you want Swiftaid to start processing Gift Aid?

DD MM YYYY

5 Processing fees

We can only claim Gift Aid on the money received by your organisation, please list any card processing fees incurred before the money is received.

e.g. 5% + 1p + 2%

OR ☐ The whole donation is eligible for Gift Aid

6 Declaration

The information I have given is correct and complete to the best of my knowledge and belief, and I hold the role of authorised official or responsible person within the organisation.

I confirm the combination of donation descriptor and dates will solely identify donations that are received by the organisation and meet the Gift Aid qualifying requirements set by HMRC.

I confirm that the organisation appoints Swiftaid to process Gift Aid on all donations identified above and will not claim, or allow any other third party to claim, any Gift Aid benefit (including GASDS) on these donations without first confirming with Swiftaid.

The organisation agrees to pay a fee of **£0.40** per Gift Aid declaration for each individual donation.

I confirm on behalf of the organisation, the acceptance of Swiftaid's Terms and Conditions found at **swiftaid.co.uk/charity/terms**

Name in block letters

Signature

Date

DD MM YYYY

Once completed please post this form to:

Swiftaid, Surrey Technology Centre,
40 Occam Road, Guildford, Surrey, GU2 7YG

or by email to:

authorise@swiftaid.co.uk

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