

## 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/dsa3](https://swiftaid.co.uk/dsa3)



### 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.

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e.g. XN00000

### 3 Information about your contactless terminal(s)

In order to enable Swiftaid on your donation terminal(s), we require the Merchant Identifiers. If you don't have these you can provide the address information of the terminal location.

#### 3a Option 1 – Merchant Identifiers (MIDs)

Amex

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Visa / Mastercard

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If you have these, go to 4. If you don't you can request them from your terminal provider, otherwise please complete 3b.

#### 3b Option 2 – Information to discover MIDs (Please note this option can take up to 30 days)

Charity address that the terminal(s) are registered to

Address/Location of one of your terminal(s) (if different from charity address)

### 4 Start date

When do you want Swiftaid to start processing Gift Aid?

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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

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 identified card terminals will solely accept 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 fees as specified on [swiftaid.co.uk/pricing](https://swiftaid.co.uk/pricing)

I confirm on behalf of the organisation, the acceptance of Swiftaid's Terms and Conditions found at [swiftaid.co.uk/charity/terms](https://swiftaid.co.uk/charity/terms)

Name in block letters

Job Position

Signature

Date

DD MM YYYY

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