



## Repayment claim for Charities and Community Amateur Sports Clubs

For official use only			
Date claim received	Sub number		
Arithmetic check required	Initials & date		
Interest	Start date	Amount	
Authorised initials & date			

If your details are not shown, please give full details below

HMRC Charities reference
Name of Charity or Community Amateur Sports Clubs (CASC's)
Correspondence address
Postcode

### Notes

**Please read all the notes carefully.** The forms will be returned to you if they are not correct or complete.

This form may only be used by Charities and Community Amateur Sports Clubs (CASC's) to claim tax repayments on Gift Aid donations and other income.

### Before you make a claim

You must be registered with us and have a HMRC Charities reference number. You will also need to show that you are authorised by the Charity/CASC to make a claim by completing form:

- *ChN1* if you are an individual.
- *ChN2* if you are an agency.

For advice on registration or any of our forms, please go to our website at [www.hmrc.gov.uk/charities](http://www.hmrc.gov.uk/charities) or phone the Helpline on **0845 302 0203**.

### To make your claim

You will first need to complete the:

- **R68 Other Income** schedule and/or
- **R68 Gift Aid** schedule.

You must complete a **separate schedule for each accounting period** you are claiming for and send them to us with this claim form. **Please keep a copy of each for your records**, in case we have any queries.

Please **do not** send us any other correspondence, unless it relates directly to your claim.

Please return your completed forms to

**HMRC Charities**  
Repayments (Unit 361A)  
St John's House  
Merton Road  
Bootle  
Merseyside  
L69 9BB

**If you need help** or further information please go online at [www.hmrc.gov.uk/charities](http://www.hmrc.gov.uk/charities) or phone the Helpline on **0845 302 0203**.

### About this claim

**Please make sure that the reference number, name and address shown at the top of the page are correct.**

If the name of the Charity or CASC has changed since your last claim, please send evidence to show this. For example, minutes of meeting, certificate of incorporation.

**Please give details about the person authorised to make this claim.** This person must sign the declaration.

Full name

  


Position in the Charity/CASC *For example, treasurer*

Daytime phone number *In case we need to contact you*

**Enter the date and month your accounting period ends**

*For most charities (and all CASC's) this will be the date to which you prepare your accounts. If you are a Trust you should enter the tax year end date 5 April. The charity will be a Trust if it was set up by a Trust Deed or Will. If in doubt, ask a charity official to confirm the position.*

**Does this claim cover more than a 12 month period?**

Yes  No

**If Yes, you must complete a separate schedule for each accounting period (of up to 12 months) covered by this claim.** This will help us calculate any interest payable to you.

