

# WILL AID RECEIPT BOOK



This receipt book is designed to make administering the Will Aid donations as simple as possible. Just **complete a receipt form** for each donor and **send the white copy with the cheque** to the Will Aid office using the address label provided. For clients who have donated via the Will Aid website, there is no need to complete a receipt as we will obtain the information from the website.

**IMPORTANT!** Don't forget to ensure that you put your firm name and postcode on each receipt so we know who has raised the money.

## WHITE (TOP COPY):

to be forwarded to the Will Aid office with the cheque

## YELLOW COPY:

for the Will maker

## BLUE COPY:

to be retained for your own records

### GIFT AID

Gift Aid is a valuable way of increasing the value of the donation at no extra cost to the Will maker. We ask that you encourage your clients to complete the Gift Aid declaration on the receipt form. As long as your client pays UK income tax, either on their salary or savings, we can claim 25p in every £1 donated – so a gift of £90 is worth £112.50 to Will Aid.

*giftaid it*

### LEGACIES

If your client has made a legacy to one of the Will Aid charities, it would be very helpful if it could be indicated on the receipt. This information is extremely valuable for the charities for future planning and will be kept completely confidential.

### HOW DID YOU HEAR ABOUT WILL AID?

The success of Will Aid is dependent on getting as much publicity as possible. In order to help us plan future campaigns we would appreciate it if you would ask your client where they heard about the scheme and indicate it on the receipt form.

**Thank you for your support.**



# THANK YOU FOR TRANSFORMING THE LIVES OF PEOPLE IN NEED IN THE UK AND OVERSEAS



## DONATION RECEIPT

Title ..... Forename .....

Surname .....

Address .....

.....

.....

Postcode

Date ..... Donation amount £ .....

Single Will       Pair of Wills       Codicil

Received with thanks by .....  
For and on behalf of the Will Aid consortium

### Solicitor firm name and postcode

Please let us know your firm name and office location so that we can keep you informed about how much you have raised.

## GIFT AID DECLARATION

Donation reference .....  
*(for Will Aid use only)*

By completing this section you can increase the value of your donation by 25 pence in every £1 and it doesn't cost you a penny extra.

If you are a UK tax payer the government will add this money from tax you have already paid.

**I'd like the Will Aid charities to claim Gift Aid on this donation.** I will have paid income/capital gains tax at least equal to the tax that all the charities or Community Amateur Sports Clubs I donate to will reclaim in this tax year. (I understand that Council Tax and VAT do not count)

**I am NOT a UK tax payer**

Forename .....

Surname .....

House number/name .....

Postcode

Donation amount: £ .....

Date .....

Signature .....

**Please note:** This declaration can only be completed by an individual donor. For mirror Wills the person making the donation should sign the form.



## LEGACY TO CHARITY?

Providing this information is entirely voluntary but it would be very valuable both for planning Will Aid in the future and for the work of the participating charities. Any information provided will be confidential to the concerned charities.

Yes I have left a legacy to one or more Will Aid charities:

	FIXED SUM	OR	SHARE OF MY ESTATE
ActionAid	<input type="checkbox"/>		<input type="checkbox"/>
Age UK	<input type="checkbox"/>		<input type="checkbox"/>
British Red Cross	<input type="checkbox"/>		<input type="checkbox"/>
Christian Aid	<input type="checkbox"/>		<input type="checkbox"/>
NSPCC	<input type="checkbox"/>		<input type="checkbox"/>
Save the Children	<input type="checkbox"/>		<input type="checkbox"/>
SCIAF	<input type="checkbox"/>		<input type="checkbox"/>
Sightsavers International	<input type="checkbox"/>		<input type="checkbox"/>
Trocaire	<input type="checkbox"/>		<input type="checkbox"/>

## HOW DID YOU HEAR ABOUT WILL AID?

- |  |  |
|--|--|
| <input type="checkbox"/> Local paper               | <input type="checkbox"/> Charity/Church          |
| <input type="checkbox"/> National paper/magazine   | <input type="checkbox"/> Will Aid email reminder |
| <input type="checkbox"/> Radio/TV                  | <input type="checkbox"/> Solicitor               |
| <input type="checkbox"/> Advertisement             | <input type="checkbox"/> Friend/Family           |
| <input type="checkbox"/> Web search engine         | <input type="checkbox"/> Library/Advice Centre   |
| <input type="checkbox"/> Link from another website | <input type="checkbox"/> Other                   |

Your details will be kept confidential to Will Aid and your chosen charity if you have indicated that you have made a legacy. If you would prefer not to receive further communication from Will Aid or your chosen charity, who may like to contact you to thank you for your gift and keep you informed about their work, please write to Will Aid, Roundham House, Oxen Road, Crewkerne TA18 7HN or email enquiries@willaid.org.uk

PLEASE RETURN THE TOP COPY OF THIS FORM TO: WILL AID, FREEPOST SWB11047, CREWKERNE, SOMERSET TA18 7ZB

PLEASE DO NOT STAPLE CHEQUES

ALL MONEY RAISED BY WILL AID SUPPORTS THE WORK OF: **ACTIONAID** (Reg No. 274467) | **AGE UK** (Reg No. 1128267) | **BRITISH RED CROSS** (Reg No. 220949 & SC037738) | **CHRISTIAN AID** (Reg No. 1105851 & SC039150) | **NSPCC** (Reg No. 216401 & SC037717) | **SAVE THE CHILDREN** (Reg No. 213890 & SC039570) | **SCIAF** (Scotland) (Reg No. SC012302) | **SIGHTSAVERS** (Reg No. 207544 & SC038110) | **TRÓCAIRE** (N. Ireland) (Reg No. XR10431)

