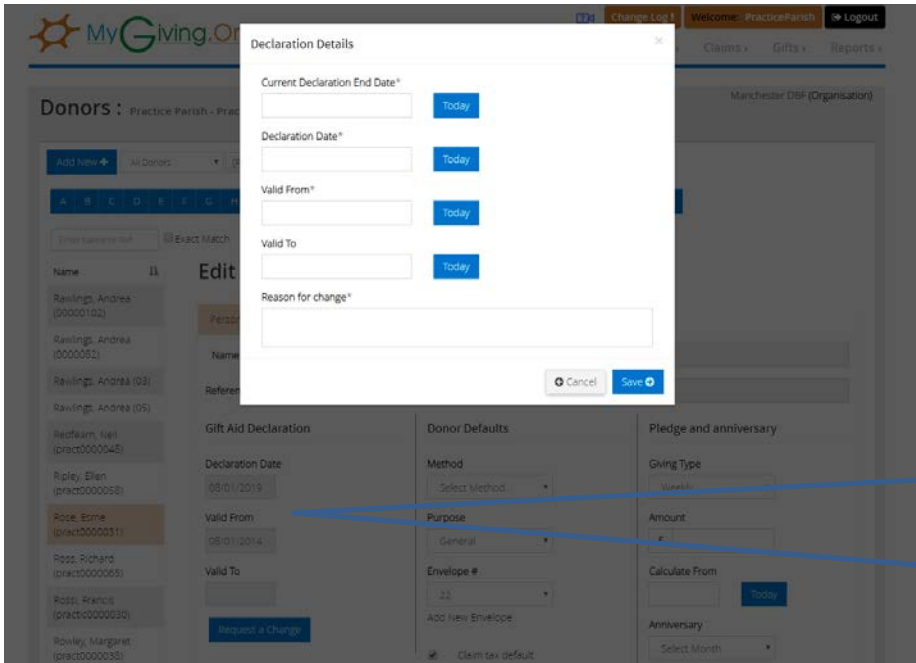# GAL21 – Changing/ending a Gift Aid declaration

This guide shows you how to make the changes in a donor's record to end a Gift Aid declaration. Such a change will need to be made if a donor informs you they no longer pay tax or has changed address.

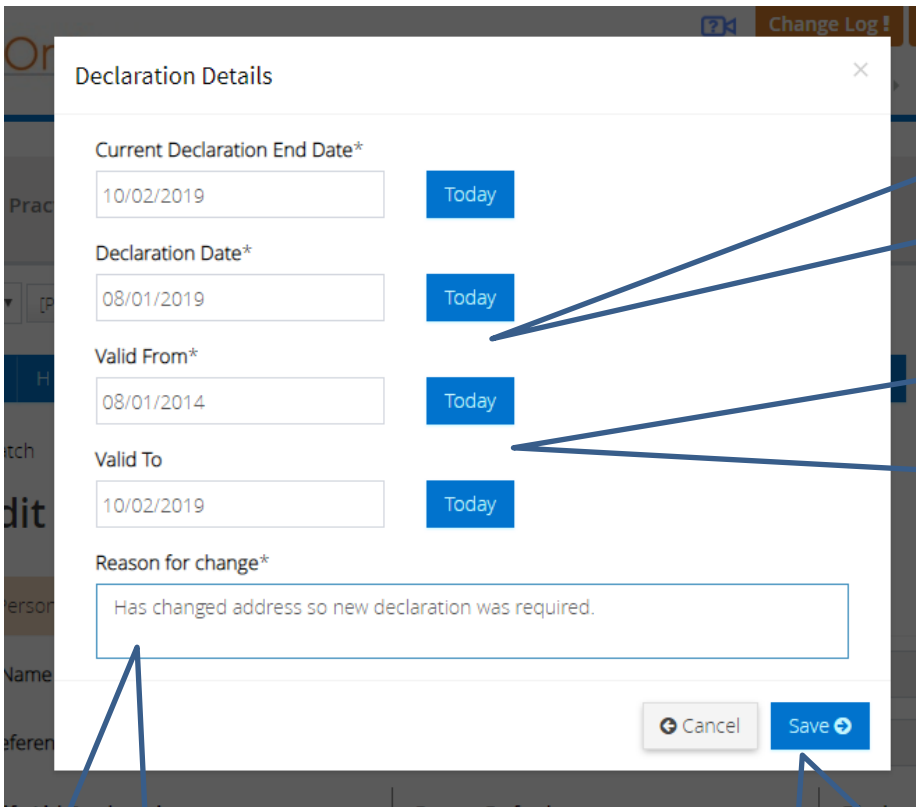1. Changed address and new declaration being entered

- Step 1

Click on the Request a Change button and the pop up window below will appear.

- Step 2

It helps if you position the screen behind the pop up box to allow you to see the declaration dates previously entered.
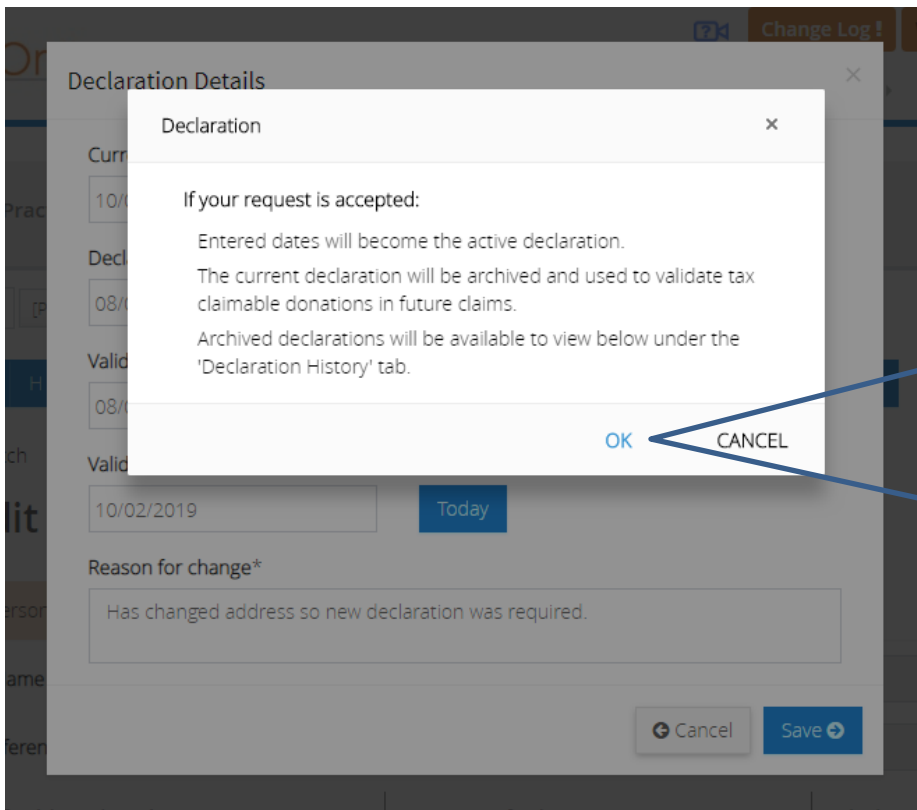

The original declaration dates are re-entered into the Declaration Date and Valid From fields.

Enter the date you were informed by the donor that the change took place. This needs to be entered in the Current Declaration End Date and Valid To fields.

In the Reason for Change box, please enter a description to explain to the Gift Aid team why the change is being made.
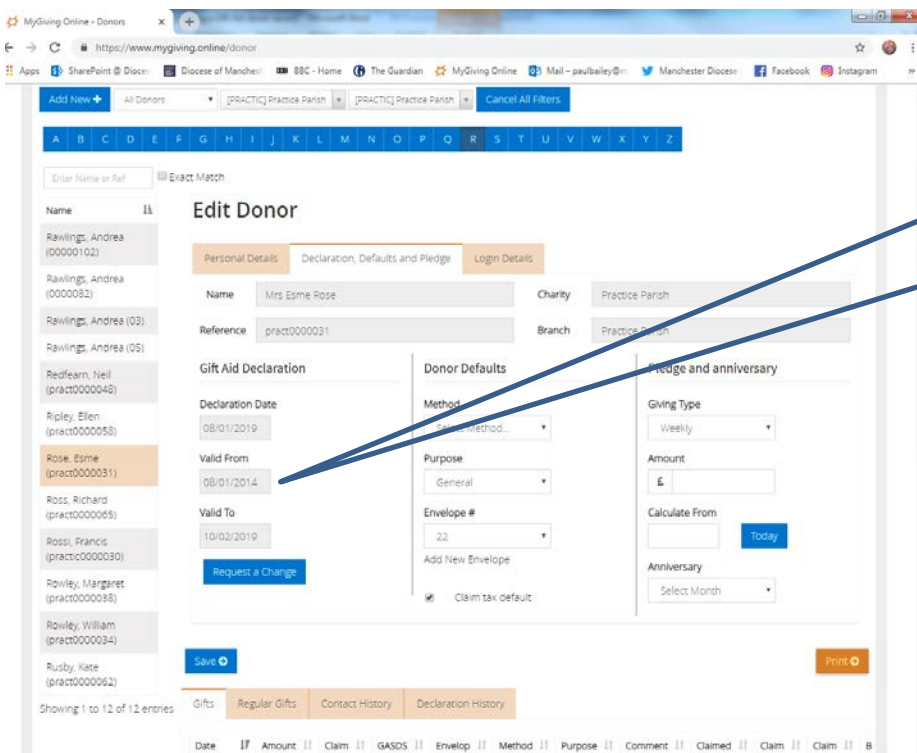
Click on the Save button to store your changes.

Afterwards this pop up box will appear. Unless you send the copy of the declaration through to the Gift Aid team it will not be verified and the declaration dates will not appear on the donor's record.
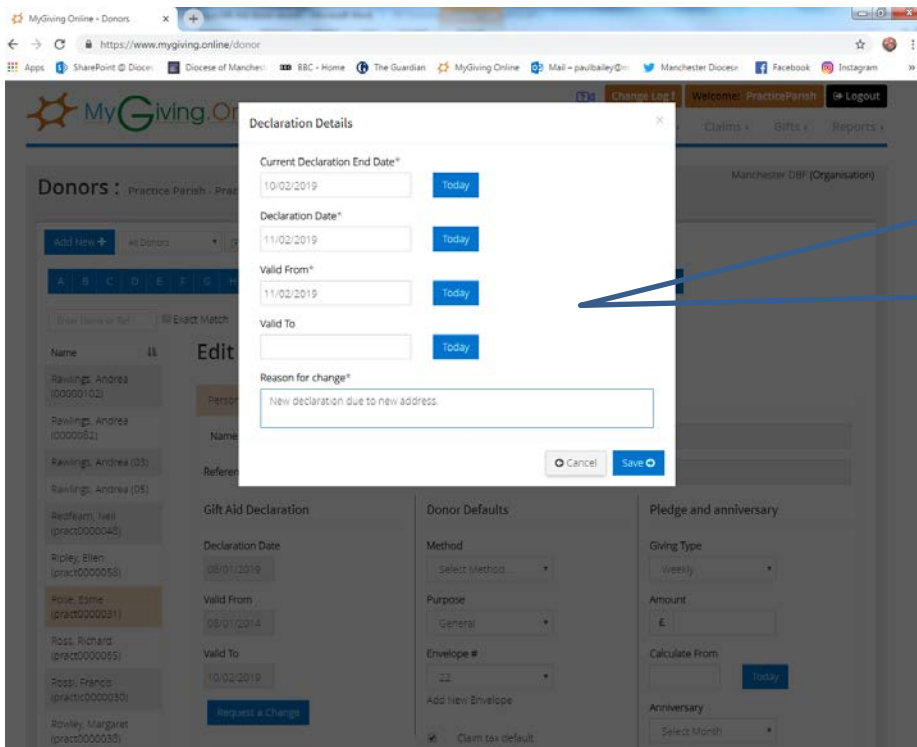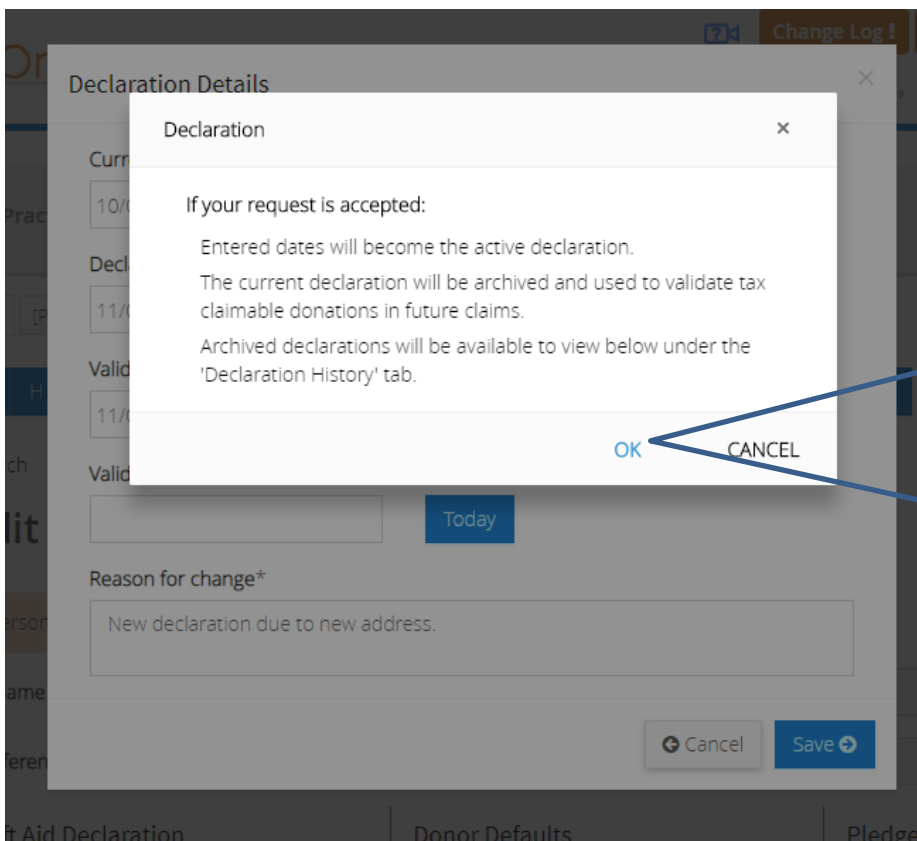
Click on OK to remove the pop up.

- Step 3

Once the Gift Aid declaration has been verified, you will be able to see the dates on the donor's record.

- Step 4

Enter the new Declaration Date and Valid From dates, and the reason for making change. Click on Save to store your entries.

Afterwards this pop up box will appear. Unless you send the copy of the declaration through to the Gift Aid team it will not be verified and the declaration dates will not appear on the donor's record.

Click on OK to remove the pop up.

- Step 5

Once the Gift Aid declaration has been verified, you will be able to see the dates on the donor's record.

2. Donor no longer pays tax
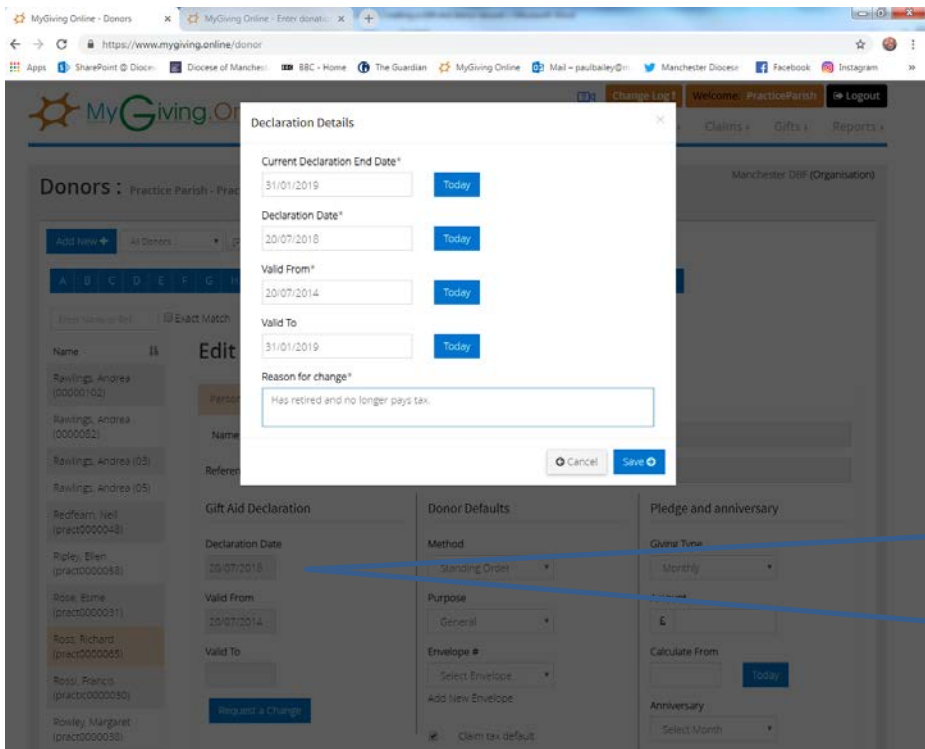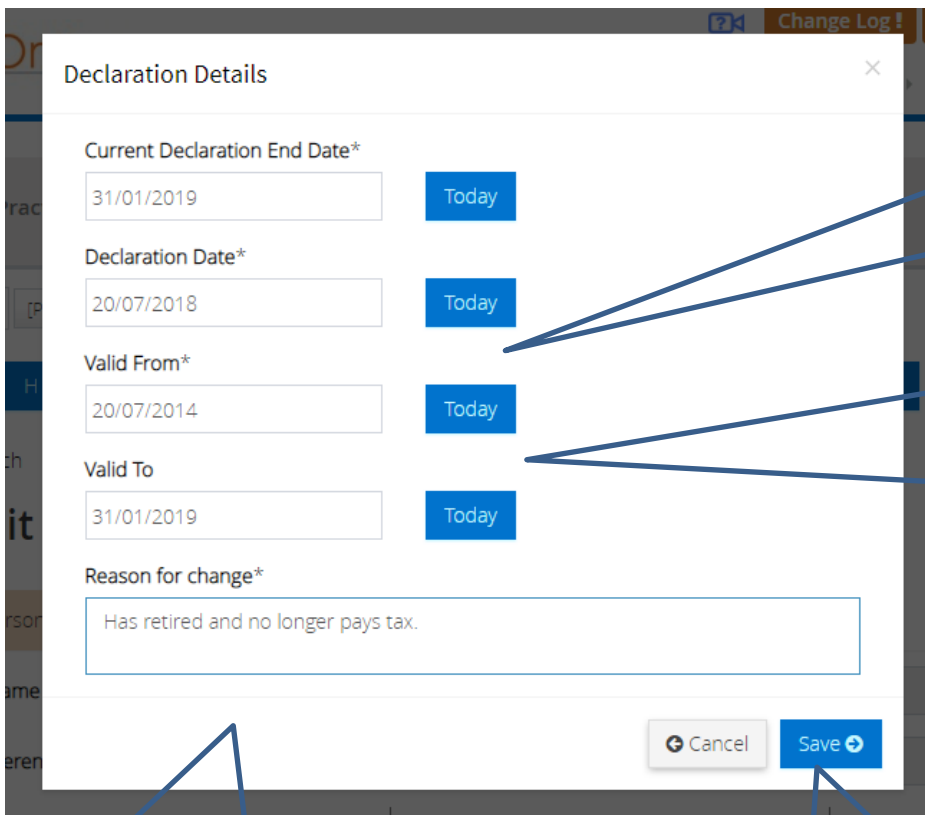
- Step 1

Click on the Request a Change button and the pop up window below will appear.

- Step 2

It helps if you position the screen behind the pop up box to allow you to see the declaration dates previously entered.
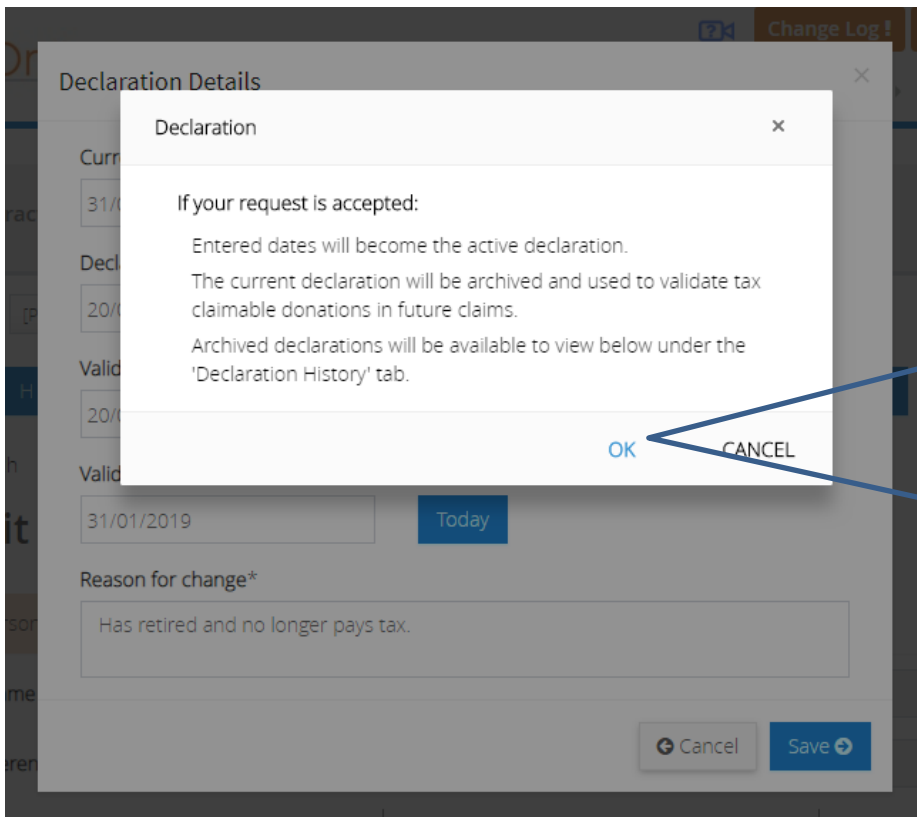
- Step 3

The original declaration dates are re-entered into the Declaration Date and Valid From fields.

Enter the date you were informed by the donor that the change took place. This needs to be entered in the Current Declaration End Date and Valid To fields.

In the Reason for Change box, please enter a description to explain to the Gift Aid team why the change is being made.

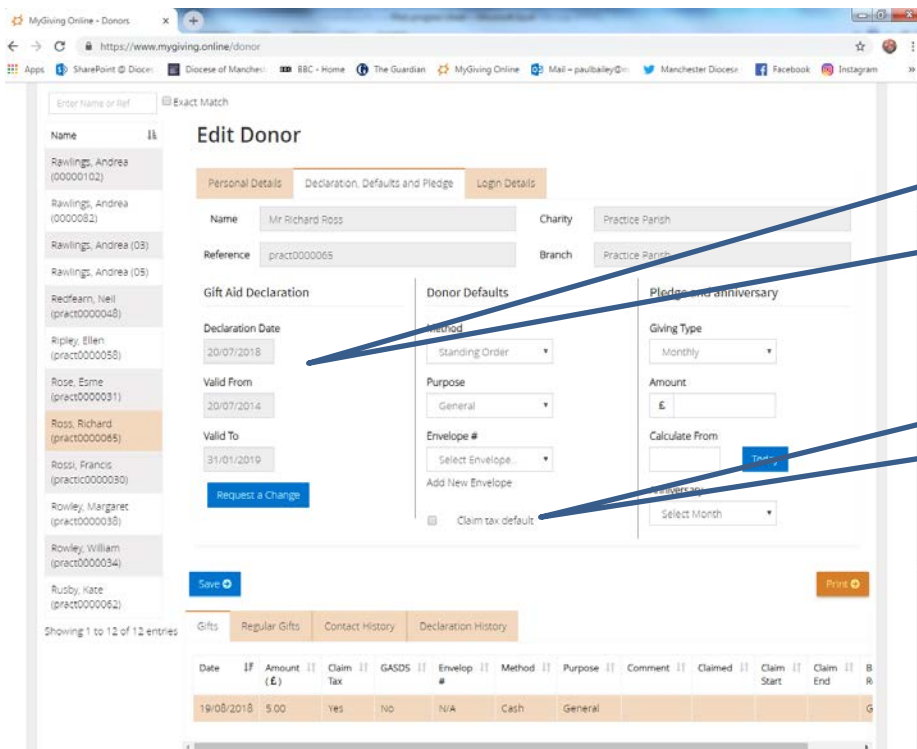Click on the Save button to store your changes.

- Step 4

Afterwards this pop up box will appear. Unless you send the copy of the declaration through to the Gift Aid team it will not be verified and the declaration dates will not appear on the donor's record.

Click on OK to remove the pop up.

- Step 5

Once the Gift Aid declaration has been verified, you will be able to see the dates on the donor's record.

Don't forget to untick the Claim tax default box.