

HMRC Charities reference which starts with X or C

Please make sure you tell us your reference,
otherwise we will not be able to pay you.

Notes

Please use this form to calculate the amount of tax to claim back from taxed income you have received. You must complete this schedule **before** you complete your claim form **R68 Claim**. Examples of taxed income for which you may claim tax back include:

- Bank or building society interest
- Stocks
- Wayleaves
- Legacy income (*see note below*)
- Royalties
- Discretionary Trust income (*but only if you are a charity*)

Please note, you **cannot** claim back the 10% tax credit paid on company dividends.

If you are claiming tax deducted on legacy income the date entered in part A will be the date the R185 (Estate Income) certificate was signed.

If you prefer, you may use your own spreadsheet - provided it contains the same information we ask for here.

If you need more copies of this form, you may photocopy this one before you start. Alternatively, download a copy from our website www.hmrc.gov.uk/charities

To make your claim

You must complete a **separate schedule for each accounting period** and send them to us with your **R68 Claim**. See below for more information about accounting periods.

- Tell us your HMRC Charities reference.
- Tell us what income you have received and how much tax has been deducted from it in part A.
- Tell us the period that this schedule covers in part B.

Before you send this schedule to us, please take a copy of it to keep with your records.

Please keep the tax certificates and vouchers with your records. **Do not** send them with this form.

Accounting period

For most charities (and all CASCs) your accounting period will follow the dates to which you prepare your annual accounts. The most common are 31 December and 31 March.

But if you are a Trust, for tax purposes your accounting period will be 5 April. You will be a Trust if your Charity was set up by a Trust Deed or Will. If in doubt, please ask a charity official to confirm the position.

If you need help or further information please go online at www.hmrc.gov.uk/charities or phone the Helpline on **0845 302 02**

Period covered by this schedule

Tell us the dates of the earliest and latest donations covered by this schedule

Earliest date

Latest date

Now turn over and complete the schedule.

You may use your own spreadsheets - provided you give us the same information as asked for here. If you need more space, please continue to on a separate page. If you do this, please **make sure you carry forward the totals**.

A Schedule of other income received

Name of payer		Date of payment	Gross payment received			Tax deducted		
Amount brought forward (if any)			£		•		£	
1		/ /	£		•		£	
2		/ /	£		•		£	
3		/ /	£		•		£	
4		/ /	£		•		£	
5		/ /	£		•		£	
6		/ /	£		•		£	
7		/ /	£		•		£	
8		/ /	£		•		£	
9		/ /	£		•		£	
10		/ /	£		•		£	
11		/ /	£		•		£	
12		/ /	£		•		£	
13		/ /	£		•		£	
14		/ /	£		•		£	
15		/ /	£		•		£	
16		/ /	£		•		£	
17		/ /	£		•		£	
18		/ /	£		•		£	
19		/ /	£		•		£	
20		/ /	£		•		£	
21		/ /	£		•		£	
22		/ /	£		•		£	
23		/ /	£		•		£	
24		/ /	£		•		£	
25		/ /	£		•		£	
26		/ /	£		•		£	
27		/ /	£		•		£	
28		/ /	£		•		£	
Total gross income and tax deducted <i>Or amount to be carried forward (if any)</i>			£		•		1 £	

Copy this amount to box D on page 2 of your claim form, R68 Claim