

## Notes about payments to CASC's

### 1. Time limits for making claims

A CASC is a company for tax purposes and must make any claim within six years from the end of accounting period to which the claim relates. Please note that the exemptions available to CASC's come into effect from 1 April 2002 and a club cannot make a repayment claim for periods before that date.

### 2. How Repayment interest on a claim is due

It is due from the day after the end of the accounting period to which the income relates. If repayment interest is due we will calculate this after processing your claim, and send you a second cheque or BACS payment.

### 3. Liability to tax

You must let us know if the CASC is liable to tax. For example this could be because not all of its income and gains have been applied for qualifying purposes, or because it has received income which is not exempt from tax.

**Do not** send us your accounts, we will ask to see them if we need to.

### 4. Inland Revenue enquiries

By law you must keep records until six years after the end of the accounting period to which your tax reclaim relates. We are able to make enquiries into your records dating back six years.

### 5. Accounting date

Enter the date on which the CASC's accounting period ends. This will help us to calculate any repayment interest that may be due.

### 6. Name and address to which the payment is to be sent

We will send the payment to the official who signs the declaration at the address already shown on page 1 of form R68 (CASC). If you want us to send it to a different person or address, complete *Part 3 Repayment details*.

### 7. Payment to a nominee

You may authorise another person to receive the payment by entering their name and address at no. 4 of Part 3 of the R68 (CASC). Only tick the NOMINEE box (no. 2 of part 3) if the repayment is to be paid into the nominee's bank account.

### 8. Checking the claim

Please check the schedules for errors and transposed figures before you submit your claim.

### 9. Payment by BACS transfer

We can make a quicker payment to the club if we do it direct to a bank or building society account. For example, if you want the payment to the club's or nominee's bank or building society account please make sure that the account is BACS compatible.

### 10. Declaration

The declaration must be signed by an authorised official of the club, who confirms that the claim is correct and that income included in the claim has been used for qualifying purposes only and is exempt from tax. You must already have given our Charities Sports Club Unit details about your authorising official.

### 11. Repayment Claim forms

If the club is making a claim for Gift Aid you should also fill in and send us the forms Schedule R68 (Gift Aid) (CASC) whilst claims in respect of interest should be accompanied by R68 (F) (CASC).