

For Completion by Donor: Gift Aid Registration Form and Agency Agreement



Please fill out in **BLOCK CAPITALS**

FIRST NAME: _____ LAST NAME: _____

HOUSE N° or NAME: _____

STREET NAME: _____

TOWN: _____ POSTCODE: _____

E-Mail: _____

Signed by donor: _____ Date: _____

-----CUT HERE AND GIVE BOTTOM SECTION TO DONOR-----

By signing this form you are agreeing that:

You are appointing St Mary's Hospice to act as your agent on your behalf in attempting to sell or dispose of the goods that you bring into the shop. Where goods are sold, a commission of 1% +VAT of the sale price will be charged for this service and deducted from the proceeds of sale.

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You own all of the goods that you bring into the shop for sale, you obtained them in a legal manner and you are not acting as a business. You agree that St Mary's Hospice will not be responsible for any loss or damage to any goods brought into the shop for sale.

You agree that if the total value of the net proceeds of sale of your goods in any tax year is equal to or less than £100, the proceeds of sale will be deemed to be donated to St Mary's Hospice. However, if the total value of the net proceeds of sale of your goods exceeds £100, we must first write to you to confirm your consent to the donation of the funds over and above the initial £100 in that tax year.

As legal and beneficial owner of the goods until they are sold you have the right to keep all of the net proceeds of the sale but can choose to donate all or part of the proceeds as you wish. You will receive a letter at the end of the tax year informing you of the total amount raised from the net sales of your goods.

You are a UK tax payer and you would like all donations that you make, or have made in the last four years, to be treated as Gift Aid donations (until you notify us otherwise or this agreement is terminated). You confirm that you have paid at least 25p income tax or capital gains tax in the UK (other taxes such as VAT and Council Tax do not qualify) during the applicable tax year for each £1 that you have donated in that tax year to all charities and Community Amateur Sports Clubs (CASCs). In order to cover the initial £100 that you have agreed to donate without further notification from us, you must have paid at least £25 income tax or capital gains tax in the UK during this tax year before you sign up to this agreement. You understand that if you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all your donations in that tax year it will be your responsibility to pay any difference.

You will let us know of any change in your tax status and/or address and contact details.

You waive the right to claim interest that may have accrued on any cash you decide to reclaim from the sale of the items.

Either you or we may terminate this agreement at any time by written notice. We may vary the terms of this agreement at any time by notices written in the shop.

Here at St Mary's Hospice we take your privacy seriously and will only use your personal information for Gift Aid purposes. We will not contact you for any other reason nor pass on your details to a third party.

For more information on our data retention policy please visit our website www.stmaryshospice.org.uk

If you need to contact us at any time, you can do so by calling 01229 580305 or in writing by post to St Mary's Hospice, Ford Park Crescent, Ulverston LA12 7JP or email at info@stmaryshospice.org.uk

Don't forget to let us know if any of your details or circumstances change!

Thank you for your support.

Sharing the love...for St Mary's Hospice

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in support of

