



## St Elizabeth Hospice: Retail Gift Aid Agency Agreement

Thank you for signing up to the Gift Aid Scheme. By providing your name and address this means that for every £1 St Elizabeth Hospice raises from the sale of your goods, as well as ordinary money donations you make, we can claim a further 25p from HM Revenue and Customs.

Please read the following carefully:

You are appointing St Elizabeth Hospice to act as your agent in selling the goods you have left with us, and for St Elizabeth to claim all proceeds on or after today's date.

Please note we deduct a 3% commission fee from the money raised and we reserve the right to amend this fee or terminate this agreement at any time.

You are confirming that you are a UK tax payer and are currently paying income tax or capital gains tax that is at least equal to, or more than the tax that St Elizabeth and other charities or registered Community Amateur Sportsclub will reclaim (currently 25p for each £1 you give) in the current tax year (6 April one year to 5 April the next).

You are confirming that you are not acting as a business in selling your goods.

You are confirming the address you supplied is your residential address and not your business address.

We will write to you periodically to see if you wish to donate the proceeds from your sales. This is an HM Revenue and Customs requirement that we must follow.

If you have not paid sufficient Income Tax or Capital Gains Tax to cover your donation, you may need to pay the shortfall of tax to HM Revenue and Customs.

If your goods remain unsold we will recycle these goods to maximise our revenue.

Please keep us updated if any of your personal details change.

### Get in touch ....

If you have any queries regarding the Gift Aid scheme please contact Harrison Foster, Gift Aid Coordinator on 01473 745960 or email [giftaid@stelizabethhospice.org.uk](mailto:giftaid@stelizabethhospice.org.uk).

Thank you for supporting St Elizabeth Hospice