

Retail Gift Aid Declaration Form

Emmaus Leicestershire and Rutland can now claim Gift Aid on your donations, so when you say yes to Gift Aid, we can claim an extra 25% of the value of your sold item/s from His Majesty's Revenue and Customs. This means we can raise more money from your donations at no cost to you.



For **completion by donor** (*block capitals please*)

Title: **Forename:** **Surname:**

Home Address:

County: **Postcode:**

Contact Telephone Number: **Email Address:**

Signature: **Date:**

By signing this agreement, you are agreeing with the following:

I am a UK taxpayer. Please treat all past, present and future donations I make or have made to Emmaus Leicestershire and Rutland since 5 December 2011 as Gift Aid donations until further notice.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give on or after 6 April 2008. **Please tick the box to join the Gift Aid scheme.**

I confirm Emmaus Leicestershire and Rutland will act as my agent in selling the goods, from which a 3% commission fee + VAT will be deducted from the proceeds of the sale. The net proceeds from the sale of the goods will be donated to Emmaus Leicestershire and Rutland. It will not be necessary to write to me to confirm the donations, provided that the total net proceeds from the sale of the goods so far in the tax year has not exceeded £100, but where they do, Emmaus Leicestershire and Rutland will write to me to seek consent to those funds over and above the initial £100 being donated, and will write with in-year updates as further goods are sold. Unsold Goods will be disposed of.

Emmaus Leicestershire and Rutland reserve the right to terminate the agency agreement at any time. By completing this form, you are also confirming that you are not acting as a business in selling your goods.

Important: Please let us know if your tax circumstances or name/address change so that we can update our records, or if you no longer wish this arrangement to apply.

We would like to periodically contact you to update you about our work

If you would prefer us not to contact you by post, please tick this box

If you would prefer us not to contact you by telephone, please tick this box

If you would prefer us not to contact you by email, please tick this box

giftaid it

To be completed by the Driver/Shop

Donor signed up by (**print name**):

Date donor signed up:

Stick Temp Donor (TMP) barcode here!

To be completed by Gift Aid Administrator

Donor entered onto Epos by (**print name**):

Date donor entered:

Donor ID Number:

Stick Donor ID (DID) barcode here!