

South Bucks Hospice
Butterfly House
Kingswood Park
High Wycombe
Bucks
HP13 6GR

Tel: 01494 552750

Email: info@sbhospice.org.uk

Web: www.sbh.org.uk

THANK YOU FOR SUPPORTING SOUTH BUCKS HOSPICE

Registered charity 1128881




South Bucks Hospice
at Butterfly House
Outpatient care enhancing quality of life

giftaid it



***Gift Aid your donation and we'll get 25%
more towards our patient care***

Registered charity 1128881



GIFT AID AGREEMENT

Please complete all sections:

Title	Forename
Surname	
Address	
Post Code	
Email	
Telephone	

Please make your donation go further by Gift Aiding it. For every £1 you give we can claim an extra 25p of tax at no extra cost to you.

By completing this form I confirm that I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years to South Bucks Hospice. I am a UK tax payer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay the difference. I wish South Bucks Hospice to act as my agent in selling my goods that I have brought into the South Bucks Hospice shops. I own all of the goods and obtained them in a legal manner and am not acting as a business. I have read, understood and agree to the terms of South Bucks Hospice's agency agreement which I have been provided with on signing this agreement.

Please let us know if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains

We may send you marketing material by post about our activities and fundraising from time to time. If you would prefer not to receive this please tick this box.

In addition to writing to you, we would love to keep in touch by email and/or phone. Please tick this box if you are happy for us to contact you in this way.

You can change the way we contact you at any time by writing to us at South Bucks Hospice, Butterfly House, Kingswood Park, High Wycombe, Bucks, HP13 6GR or by emailing us at info@sbhospice.org.uk.

Our Privacy Policy may change from time to time so please visit our website to keep up to date with any changes at www.sbh.org.uk.

Signature
Date

Please affix label here

Terms and Conditions an Agency Agreement for claiming Gift aid on donated goods

On signing the South Bucks Hospice (SBH) Gift Aid Declaration and Agency Agreement Form and submitting it to South Bucks Hospice, you are confirming that:

You are appointing SBH to act as your agent to sell or dispose of the goods you have brought into the shop or have arranged to be collected by our drivers. You own all of the goods and obtained them in a legal manner and are not selling them or donating them on behalf of someone else or as a business.

You would like your donations of any money raised from the sale of your goods treated as Gift Aid donations. You will be given a unique reference number which will be used to identify your donated goods and will be scanned every time we sell your goods.

Where goods are sold, a commission of 1% of the sale price, plus VAT will be charged by SBH to cover the costs of administering the Gift Aid scheme and this will be deducted from the proceeds of sale. From time to time the commission rate may be changed but SBH will only notify of a change if there is an increase in the rate. SBH will only claim Gift Aid on the net proceeds of your goods after the sales commission received by SBH.

SBH will be free to decide whether your goods are suitable for sale and will seek to sell your goods on your behalf in whatever manner it decides and at any price it considers appropriate. If SBH considers that goods are unsuitable for sale, have no value or insufficient value, or have not sold within a reasonable period, SBH will take ownership of the goods and recycle or dispose of the goods as it sees fit and retain any proceeds without notifying you.

You agree that SBH will not write to you to confirm donations, provided that the total value raised after deduction of the commission and VAT (the net proceeds) of your goods in any tax year is equal to or less than £100 (or such amount as specified by HMRC). Under this agreement you are deemed to have consented to funds up to £100 being donated to SBH.

Where the net proceeds from the sale of your goods exceeds the initial threshold of £100 we will write to

you to confirm if you wish to donate the excess net proceeds.

We may choose to send you this notification by email if you have provided your email address. If SBH does not receive a written response from you within 21 days of this notification we will assume that you wish to donate the excess net proceeds to SBH, and will then claim gift aid on your total donation. You may notify us at any time if you no longer want this arrangement to continue.

Should you wish to retain the net proceeds that exceed the £100 donation threshold you have 21 days to respond to SBH in writing, the 21 days begins from the date of the communication you have received. You waive the right to claim interest that may have accrued on any cash you decide to reclaim from the sale of the items. Payments will be made by cheque, which we will endeavour to do within 30 days of your notification.

If you choose not to donate the net proceeds that exceed the £100 threshold, then we need to advise you that (a) Any liability to capital gains tax remains your responsibility (b) If you sell significant quantities of goods in this way you must also consider your own position in terms of income tax on trading activities (c) In the unlikely event of a purchaser seeking recompense in relation to goods purchased, this will be your responsibility rather than the responsibility of SBH.

An annual statement will be sent at the start of a new tax year containing the sales proceeds related to the previous tax year only. The statement provides information that may be useful for completing a Self-Assessment Tax return, but does not permit the request for a refund of all or part of the net proceeds.

This agency agreement may be terminated by you or SBH at any time. This information may vary from time to time. Copies of the most recent information will always be available on request at any South Bucks Hospice shop.