

# GIFT AID DONOR DECLARATION FORM & AGENCY AGREEMENT



Claire House  
CHILDREN'S HOSPICE  
clairehouse.org.uk  
Registered charity No. 1004058

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Using Gift Aid means that for every £1 you give, Claire House will receive an extra 25p from the HM Revenue & Customs. This means for instance every £10.00 raised becomes £12.50 at no extra cost to you.

## By completing this form, you are confirming that:

- You wish Claire House to reclaim the tax on your donation(s) and confirm that you have paid at least 25p UK Income Tax or Capital Gains Tax for each £1.00 You have donated
- You wish Claire House to claim tax on all donations you make in the future or have made in the past 4 years
- You are a UK tax payer and 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 is your responsibility to pay any difference.
- You wish Claire House Shops Ltd to act as your agent in selling the goods you have brought into the shop, at a rate of 1% commission + vat
- You are not acting as a business in bringing goods in for sale to any shops belonging to Claire House
- The goods which you are donating to Claire House Shops Ltd are your own to give and do not belong to another household

Any goods which cannot be sold will be recycled and cannot be returned to the donor. We reserve the right to terminate this agreement at any time and any remaining goods will be treated as a standard donation to the charity.

Before Claire House make any Gift Aid claim we will write/email you to inform you of the money raised from the sale of your donations once sufficient items have been sold. You can then choose to retain or donate these proceeds to Claire House. Your details will be shared with HMRC in order to enable us to make a Gift Aid claim.

Claire House would like to contact you about Fundraising, future events and how your support makes a difference.

No, I would prefer not to hear from you.

**PLEASE LET US KNOW IF YOUR DETAILS CHANGE OR IF YOU WISH TO OPT OUT AT ANY TIME BY CONTACTING US ON 0151 343 0883 OR AT [RETAILGIFTAID@CLAIREHOUSE.ORG.UK](mailto:RETAILGIFTAID@CLAIREHOUSE.ORG.UK).**

For more information on how we use your data, please refer to the Privacy Notice on our website.

## For completion by the donor

Title

First Name

Surname

Email

Home Address

Postcode

Telephone

Signature

Date

## For completion by Claire House staff

Donor ID No.

Entered onto computer by

Date