

Gift Aid Declaration Form

Please treat all donations I make from the date of this declaration form as Gift Aid Donations to support the work of Horsham Matters.

I confirm that I have read the information provided overleaf and that 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 donate.

Full name Mr/Mrs/Miss/Ms.....

Address

Town

Post code

Telephone

Mobile

Email

Donors signature **Date**

If you would like to be kept up to date with our news, please tick here:

Please notify us if you:

- *Want to cancel this declaration*
- *Change your name, contact numbers, home address or e-mail address*
- *No longer pay sufficient tax on your income and/or capital gains*

FOR OFFICE USE

Confirm name

Confirm postcode

Confirm tax status

Donor ID card No:

Completed by:

What is Gift Aid?

The Government operates a scheme called Gift Aid that allows charities to claim back the basic rate tax on every pound donated. If you are a UK tax payer, we can increase the value of your donations through this scheme. In order to take part in the Gift Aid scheme simply complete the form overleaf.

By signing the form overleaf you will confirm that:

- You wish Horsham Matters Ltd to act as your agent in selling your goods.
- You agree to Horsham Matters charging a 5% commission on any sales made on your behalf.
- You are happy for Horsham Matters to treat net proceeds (i.e. the amount after sales commission and VAT is taken off) less than £100 as a donation without contacting you further, unless you have specifically notified us otherwise.
- You will contact us within 21 days if we have notified you that the net proceeds exceed £100 and you wish to have the amount over £100 returned to you.
- You are happy that any items not sold may be used to support those in need, passed on to other charities or, if no other use can be found for them, disposed of.
- You are not acting as a business in selling your goods.

Once you have completed the form, you will be given an individual donor ID number, which you can use every time you bring goods to us.

If your items have sell for more than £100, we will let you know how much they were sold for and confirm that you are happy for us to treat the money raised as a Gift Aid donation. By taking part in this scheme, we can then increase the value of your donation, at no extra cost to you. For example if a piece of bric-a-brac sells for £1 we will raise an additional 25p and if a sofa sells for £100 we will raise a further £25 at no extra cost to you or the customer.

If you pay tax at the higher rate, you can claim further tax relief in your self-assessment tax return. In order to assist you with your claim, we can provide you with a statement of your donations, on an annual basis, if required. Please let us know is you need an annual summary.

Providing us with an email address will enable us to contact you more easily and help us keep our costs down. We will not your use your e-mail address for any other purpose unless you indicate you want to receive news updates from us. All the information that you provide us with is confidential and will not be passed on to any organisation other than HMRC for reclaim purposes.

Please remember to notify us of any changes in your personal circumstances, including changes to your name, contact numbers, postal address, or email address.