



### **Retail Gift Aid Agency Agreement**

**Hospice at Home West Cumbria's Trading subsidiary will be selling my Goods on my behalf so that the net sale proceeds can be given to the charity as a Gift Aid donation. I understand that I must pay either enough Income Tax or Capital Gains Tax, or both, to cover the tax the charity will reclaim through Gift Aid on the donated sale proceeds.**

**This Agency Agreement is a legally binding contract between the Donor of the Goods and Hospice at Home West Cumbria, as agent, in the sale of the goods.**

- I understand that I am not donating my Goods to Hospice at Home West Cumbria but am asking the charity to act as an agent in selling the Goods on my behalf, at a commission rate of 2%.
- I confirm the Goods belong to me and that I am not acting as a business. If HMRC deems I am acting as a business I accept I am potentially liable to income tax and VAT on any proceeds from the sale of the Goods even if the proceeds are donated to the charity.
- I understand that Hospice at Home West Cumbria reserves the right to dispose of or recycle any Goods and they cannot be returned to me.
- I understand if the cumulative net sales proceeds are less than £1,000 in a tax year, the charity will not have to notify me before it claims Gift Aid on the amount. Any money raised from the sale of my goods up to the value of £1,000 will automatically be treated as a donation to the charity.
- If the cumulative net proceeds from the sale of my goods exceed £1,000 in a tax year, the charity will contact me to offer an opportunity to decide whether to donate the proceeds in excess of £1,000. I will have 21 days to respond should I not want to donate the additional amount to the charity.
- I understand that an end of tax year letter will be sent to me if the cumulative net sale proceeds are greater than £20 in a tax year, or less than £20 if I have not been sent an end of tax year letter in the last three years.

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### **Retail Gift Aid Declaration**

**I want to Gift Aid my current donation and any donations I may make in the future or have made in the past 4 years to Hospice at Home West Cumbria ☐**

- I am a UK taxpayer 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 any difference
- I will notify Hospice at Home West Cumbria of any change in my personal circumstances, such as name and address, or that I no longer pay UK Income or Capital Gains tax or I wish to cancel the declaration
- We reserve the right to cancel this Gift Aid agreement at any time



If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

### My Details

Title \_\_\_\_\_

First name or initial(s) \_\_\_\_\_

Surname \_\_\_\_\_

Full Home address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Telephone number \_\_\_\_\_

**We would like to keep you up-to-date about our work, activities, and events. To opt in please select your preferred methods of contact:**

Email ☐

Post ☐

Phone ☐

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Hospice at Home West Cumbria is committed to protecting your privacy. It is in our legitimate interest to use your data to process any donation(s) we may receive from you; for administration purposes; for internal record keeping and to check on your preferences from time to time to ensure they are up to date. For further information about our Privacy Policy, please see our website.*

**Patron:** His Majesty King Charles III

**President:** Dr R Walker

**Vice Presidents:** Baroness Hayman of Ullock; Mr R Stout; Mr G McKee; Mrs J Bowe **Chair:** Brendon Cook; **CEO:** Julie Monk

#### Head Office:

Therapy and Information Centre  
10 Finkle Street, Workington,  
Cumbria, CA14 2BB  
Telephone: 01900 873173  
Email: [info@hhwc.org.uk](mailto:info@hhwc.org.uk)

#### Clinical Enquiries:

Workington Community Hospital  
Park Lane, Workington  
Cumbria, CA14 2RW  
Telephone: 01900 705200  
Email: [adminHAHWC@ncumbria.nhs.uk](mailto:adminHAHWC@ncumbria.nhs.uk)

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