OFFICE USE ONLY - Processed: ☐ Scanned: ☐ Code: ☐☐☐☐

"Attach to FORM" Barcode Label 1 Here	"Attach to FORM" Barcode Label 2 Here	"Attach to FORM" Barcode Label 3 Here	"Attach to FORM" Barcode Label 4 Here	"Attach to FORM" Barcode Label 5 Here **NOTE:** Please use a new form if you exceed 5 labels

Details of Donor ***(Block Capitals)*** **Repeat Donor No.**

Title **Forename(s)**

Surname

Home Address

Postcode **Phone** **(Optional)**

Email (Optional)

- I understand that the items I have left will be sold by Salvation Army Trading Company Ltd on my behalf as my agent. The Goods remain my property until they are sold.
- I confirm the donated 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 any unsold goods can be disposed of by Salvation Army Trading Company Ltd at their discretion.
- I understand that I will only be contacted when the net sales value of goods is greater than £1000 in any tax year and for the End of Year Tax Letter.
- I understand that if I am contacted that I will be offered the value of the sale over £1000 less a commission charge of 2.5% of the sale plus VAT.
- I understand that any trader that asks a charity to sell trading goods on their behalf will need to include the full proceeds in their receipts and any commission charged as expenses in their accounts when calculating their taxable profits and when a charity is selling valuable goods on their behalf, any Capital Gains Tax liability will remain the traders own responsibility.
- This Agency Agreement is a legally binding contract between the donor of the goods and the charity, as agent, in the sale of the goods

Gift Aid Declaration – Multiple Donation

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.
In order to Gift Aid your donation you must tick the box below:

☐ **I want to Gift Aid this donation and any donations I make in the future or have made in the past 4 years to The Salvation Army:**

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.

Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

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.

Signature _____ **Date** ____/____/____

We would like to keep you informed about the latest news and events at the Salvation Army.

Rest assured, we will never sell your e-mail address to third parties.

☐ Tick this box if you'd rather not hear from us by e-mail

We'll assume that we may contact you by other means unless you tick these boxes:

☐ No contact from us by post

☐ No contact from us by telephone