

Gift Aid Declaration

Please complete the form and give it to a member of our team

Title _____

Forename(s) _____

Surname _____

Address _____

Postcode _____

Telephone _____

Email _____

I have agreed to Gift Aid and have paid, or will pay an amount of income tax / or capital gains tax each tax year (6 April to 5 April) that is at least or equal to the amount of tax that all charities or Community Amateur Sports Clubs (Cascs) that I donate to will reclaim on my gifts for that 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 I give.

Signature _____

Date _____

I signed electronically in the store or warehouse.

I am **not eligible** for Gift Aid

Notes

- Please notify us 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.
- If you want to 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.
- If you are unsure if your donations qualify for Gift Aid please contact the Lindsey Lodge Hospice fundraising team on 01724 270835.



Thank you



If you would like any further information about Lindsey Lodge Hospice & Healthcare, please visit us online at www.lindseylodgehospice.org.uk, phone us on 01724 270835 or email us at llh.enquiries@nhs.net

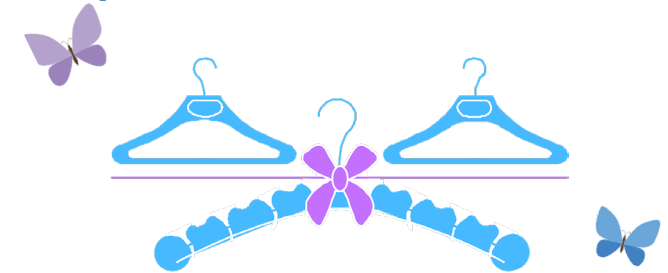
Lindsey Lodge Hospice & Healthcare
Burringham Road
Scunthorpe
DN17 2AA



Charity number 702871

Retail Gift Aid

All you need to know



Thank you for supporting us in delivering our specialist palliative care to local patients by becoming a Gift Aid donor at Lindsey Lodge's retail outlets.

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www.lindseylodgehospice.org.uk

01724 270835

Gift Aid boosts the value of your donated items by 25%

By saying 'yes' to Gift Aid when you donate items to Lindsey Lodge shops we can claim back 25% tax from HM Revenue and Customs when we sell the goods. That means more money to fund patient care! Thank you so much for completing the form.

If you have already signed up for monetary donations to Lindsey Lodge Fundraising, you still need to complete a retail Gift Aid form as this is different.

How does it work?

Gift Aid can only be claimed on donations of a sum of money. When you donate goods to us, HM Revenue and Customs allow us to sell the goods on your behalf. The proceeds from the sale can then be donated by to Lindsey Lodge under the Gift Aid scheme.

When your items are sold, we can then claim the extra money from HMRC - you don't need to do anything. The great news is the value of your kind donation of goods has been increased at no cost to you!

Are my donations eligible for Gift Aid?

If you are a UK tax payer **YES**

- Even if you are not employed you are still eligible if you are paying tax on any of the following:
- Personal or occupational pension
- Savings (in a bank or building society for example)
- Stocks and shares
- Rental Income
- Overseas and UK investment dividends
- Capital gains tax (from the sale of assets like a house or shares)

What should I do if I move house or change name?

Please let us know if any of your circumstances change so that we can keep our records up to date.

Still unsure?

Please contact our Fundraising and Retail Team on 01724 270835

Now you are a Gift Aid Supporter

You will be issued with a unique donor ID number which we use to identify your donations. Labels are scanned when the goods are sold and the till records all the sold items donated by you. Lindsey Lodge is legally obliged to email, or write to you to inform you of the money raised from the sale of your donations. If your Gift Aid donation reaches over £100, we will contact you to let you know that the charity intends to treat this amount as a gift to us unless you contact us within 21 days of the date of the correspondence. This letter or email is automatically produced by our till system, keeping our administration costs to a minimum.

Sometimes it may take a while for your goods

pass through our internal systems, especially if you kindly donated items that are best sold in a different season, in order to make the most money.

You will have been given a card with your unique number and a barcode. Please produce the card every time you donate goods as this helps us to label them as donated by you. If you forget the card we can still produce labels if you provide us with your name and postcode. Should you lose or damage your card we can issue with a new one at any of our shops.

And finally...

Please notify Lindsey Lodge Hospice if you want to cancel the declaration you have made, or no longer pay sufficient tax on your income and/or capital gains. Our contact details are on the back of this leaflet.

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 HMRC to adjust your tax code. *Please note Lindsey Lodge Hospice reserves the right to terminate this agreement at any time, or to recycle any items that we are unable to sell.*

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Gift Aid form

By completing our Gift Aid form you have confirmed that:

- You are a UK tax payer (you 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 that you donate to will reclaim on your gifts for that tax year). You understand that other taxes such as VAT and Council Tax do not qualify. You understand that Lindsey Lodge will reclaim 25p of tax on every £1 you give.
- If you pay less Income Tax and/or Capital Gains Tax then the amount of Gift Aid claimed on all your donations in that tax year, it is your responsibility to pay any difference.
- You wish Lindsey Lodge to claim tax on any other donations you have made in the last four years and all future donations you may make.
- You wish Lindsey Lodge Hospice & Healthcare to act on behalf of you as your agent in selling the goods you have donated.
- You agree to Lindsey Lodge's rate of 2% commission for running its Gift Aid scheme to sell goods on your behalf. We will then claim Gift Aid on the balance donated after commission and related VAT has been deducted.

Office use only

Account No: _____

Loyalty Card No: _____

Please complete the form overleaf and hand in with your donation.