



*giftaid it*

**YOUR DONATED  
GOODS ARE  
WORTH 25% MORE  
WITH GIFT AID.**

**Sign up to Gift Aid today!**

**Please complete this form at the shop counter and help us  
to support patients and their families coping with  
life limiting illness.**



**South Bucks Hospice**  
Affirming life with palliative care

**[www.sbh.org.uk](http://www.sbh.org.uk)**  
Registered Charity No. 1128881





## Terms and Conditions an Agency Agreement for claiming Gift aid on donated goods

On signing the South Bucks Hospice Gift Aid Declaration and Agency Agreement Form and submitting it to South Bucks Hospice, you are confirming that:

You are appointing South Bucks Hospice (SBH) to act as your agent to sell or dispose of the goods you have brought into the shop or have arranged to be collected by our drivers. You own all of the goods and obtained them in a legal manner and are not selling them or donating them on behalf of someone else or as a business.

You would like your donations of any money raised from the sale of your goods treated as Gift Aid donations. You will be given a unique reference number which will be used to identify your donated goods and will be scanned every time we sell your goods.

Where goods are sold, a commission of 1% of the sale price, plus VAT will be charged by SBH to cover the costs of administering the Gift Aid scheme and this will be deducted from the proceeds of sale.

From time to time the commission rate may be changed but SBH will only notify of a change if there is an increase in the rate.

SBH will only claim Gift Aid on the net proceeds of your goods after the sales commission received by SBH.

SBH will be free to decide whether your goods are suitable for sale and will seek to sell your goods on your behalf in whatever manner it decides and at any price it considers appropriate. If SBH considers that goods are unsuitable for sale, have no value or insufficient value, or have not sold within a reasonable period, SBH will take ownership of the goods and recycle or dispose of the goods as it sees fit and retain any proceeds without notifying you.

You agree that SBH will not write to you to confirm donations, provided that the total value raised after deduction of the commission and VAT (the net proceeds) of your goods in any tax year is equal to or less than £100 (or such amount as specified by HMRC). Under this agreement you are deemed to have consented to funds up to £100 being donated to SBH.

Where the net proceeds from the sale of your goods exceeds the initial threshold of £100 we will write to you to confirm if you wish to donate the excess net proceeds.

We may choose to send you this notification by email if you have provided your email address. If SBH does not receive a written response from you within 21 days of this notification we will assume that you wish to donate the excess net proceeds to SBH, and will then claim gift aid on your total donation. You may notify us at any time if you no longer want this arrangement to continue.

Should you wish to retain the net proceeds that exceed the £100 donation threshold you have 21 days to respond to SBH in writing, the 21 days begins from the date of the communication you have received. You waive the right to claim interest that may have accrued on any cash you decide to reclaim from the sale of the items. Payments will be made by cheque, which we will endeavour to do within 30 days of your notification.

If you choose not to donate the net proceeds that exceed the £100 threshold, then we need to advise you that:

- Any liability to capital gains tax remains your responsibility
- If you sell significant quantities of goods in this way you must also consider your own position in terms of income tax on trading activities
- In the unlikely event of a purchaser seeking recompense in relation to goods purchased, this will be your responsibility rather than the responsibility of SBH.

An annual statement will be sent at the start of a new tax year containing the sales proceeds related to the previous tax year only. The statement provides information that may be useful for completing a Self-Assessment Tax return, but does not permit the request for a refund of all or part of the net proceeds.

This agency agreement may be terminated by you or SBH at any time.

This information may vary from time to time. Copies of the most recent information will always be available on request at any South Bucks Hospice shop.



**We have been at the heart of the local community for over 30 years, providing vital Palliative and Lymphoedema care to patients, their families and carers.**

**South Bucks Hospice is building a Community Hospice in High Wycombe which will provide more services including support for young adults. We receive less than 3.5% of funding from government funds.**

**We aim to treble our current patient capacity, enabling us to be a haven for people in most need of our care in South Bucks and the Chilterns.**



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