







Gift Aid Donor Declaration Form

Using Gift Aid means that for every £1 you give, Severn Hospice will receive an extra 25p from HM Revenue & Customs. This means every £10 raised becomes £12.50 at no extra cost to you.

By completing this form you are confirming that:

-  You wish Severn Hospice to claim tax on all donations you make in the future or have made in the last 4 years.
-  You are a UK tax payer and understand that if you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all your donations in that tax year, it is your responsibility to pay any difference.
-  You wish Severn Hospice Trading Subsidiary (Hospice Projects Ltd) to act as your agent in selling the goods you have brought into the shop, at a rate of 3.5% commission plus VAT.
-  You are not acting as a business in bringing goods in for sale to any shops belonging to Severn Hospice.
-  The goods which you are offering to Hospice Projects Ltd are your own to give and do not belong to another household.
-  You confirm that you are at least 18 years old, and understand that this agency agreement is a legally binding contract.

Before Severn Hospice make any Gift Aid claim we will inform you by email (or by letter if no valid email address is held) of the money raised from the sale of your donations, once sufficient items have been sold. In order for Severn Hospice to claim Gift Aid we will share your information with HMRC. You can then choose to retain or donate these proceeds to Severn Hospice.

Any goods which cannot be sold will be recycled and cannot be returned to the donor. We reserve the right to terminate this agreement at any time.

You can let us know if your details change at any time by contacting Severn Hospice on 01743 272082.

We keep your contact details safe and never pass them on to others for their own use. More information is available in our Privacy Policy on our website www.severnospice.org.uk

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|---------------------|---------------------------|------------|
| Title: | First Name: | Surname: |
| Email: | | |
| Address & Postcode: | | Telephone: |
| Signature: | | Date: |
| Unique ID No: | Entered onto computer by: | Date: |

How we collect your information - When registering for gift aid you will be giving us your information on a paper based form

What information we collect - Full name, your email address, your home address, postcode and your telephone number

How we use the information that we collect – We will use the information that we collect to claim Gift Aid from HMRC , if you have signed up to the scheme with us, we are also legally required to store this information and to email or write to you if we make a claim




How long do we keep your information - We will keep your information for up to 7 years after your last gift aided donation with us

We will treat your information with the utmost care and will never sell or rent your personal information to other organisations. All the information that is collected here is stored in safe locations, with access restricted to only those who need it.

If you would like to talk through anything in our privacy policy, make a complaint about how we have handled your personal data, find out more about your rights or obtain a copy of the information we hold about you, please contact us using the details below:

If you are a supporter will you be contacted for marketing purposes?

Severn Hospice will not use the information collected on the gift aid declaration to contact you for marketing purposes

-  Email - complaints@severnospice.org.uk
-  Writing - Please address your envelope to: Emma Wood, Associate Director – Fundraising, Severn Hospice, Apley Castle, Telford, TF1 6RH
-  Telephone - 01743 354450. Please ask to speak to Emma Wood our Associate Director – Fundraising; our phone lines are open Monday to Thursday from 8.45am to 5pm, Friday 9am to 4pm.