

# Gift Aid Declaration

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Gift Aid is a really simple way for you to **add 25% to the value of your donations!**

Signing up to Gift Aid, means that for **every £1** Shetland Home Co/COPE Ltd raises from sale of your goods, we **can claim a further 25p from HM Revenue and Customs.**

By doing so you are **helping us to sustain and develop opportunities** for employment and employment skill development for **adults with learning disabilities** in Shetland.

By signing this form, you are agreeing that you have read and understood the agreement overleaf. **Sections in bold are essential.** Please fill complete in **BLOCK CAPITALS.**

<b>Title</b>	
<b>First name</b>	
<b>Surname</b>	
<b>Home Address</b>	
<b>Postcode</b>	
<b>Email</b>	
Home Phone	
Mobile Phone	

## Donor 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 COPE Ltd.
- 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 COPE Ltd 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 would like to be able to keep you up to date about our work at Shetland Home Co and COPE Ltd that might be relevant to you, if you would like to be informed please tick this box:

<b>Customer signature:</b>		<b>Date:</b>	
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<b>FOR SHOP USE ONLY</b>			
<b>Form checked:</b>		<b>Date:</b>	
<b>Staff member signed:</b>		<b>Gift Aid Number:</b>	

# Retail Gift Aid Agency Agreement

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1. You are appointing **COPE Ltd** to act on your behalf in attempting to sell or dispose of the goods that you bring into our shop. The goods remain your property until they are sold.
2. On completing the **COPE Ltd declaration form** you are confirming that you are the owner of the goods which you have made available for sale and that you are not acting as a business.
3. Once you have signed the Gift Aid declaration form you will be given a **unique reference number**, which will be used to identify your donated goods so that we can track the money generated from the sale of your goods.
4. You confirm that COPE Ltd is instructed to donate the net proceeds of sale of your goods to COPE Ltd and that it is not necessary to write to you to confirm the donations, provided that the total value of the net proceeds of sale of your goods so far in the tax year has not exceeded £100 (or such higher amount as is specified by HM Revenue and Customs from time to time). Once a sale is made that brings the total value of the net proceeds of sale of your goods to more than £100 (or such amount as specified by HMRC from time to time), we must first write to you to confirm your consent to those funds over and above the initial £100 being donated. You will have 21 days from the date of notification to contact us for receipt of these funds. You may notify us in writing at any time (COPE Ltd, Post Business Park, Lerwick, Shetland, ZE1 0TW), if you no longer want this arrangement to apply.
5. An end of year letter informing you of the value of all goods sold on your behalf in that tax year will be sent to you before 31<sup>st</sup> May the following year. This is a requirement of HMRC in order to confirm your status as a tax payer during the year and therefore our eligibility to claim the Gift Aid.
6. Subject to you being a UK taxpayer, COPE Ltd will reclaim 25p of tax on every £1 of Net Proceeds generated on cash from the sale of your goods. The amount of Gift Aid claimed could be subject to change in legislation. To qualify for Gift Aid you must pay more Income Tax and/or Capital Gains Tax than the amount of Gift Aid Claimed on all your donations in the tax year and it is your responsibility to pay any difference.  
Please notify the charity if:
  - a) you want to cancel your declaration
  - b) change your name or home address
  - c) no longer pay sufficient tax on your income.Please advise us by email at: [cope.accounts@cope.ltd.uk](mailto:cope.accounts@cope.ltd.uk) or in writing at: COPE Ltd, Post Business Park, Lerwick, Shetland, ZE1 0TW.
7. You waive the right to claim interest that may have accrued on any cash you decide to reclaim from the sale of the items.
8. A commission of 2% (plus VAT) will be charged by COPE Ltd on the sale proceeds realised from selling your goods to cover the costs of administering the Gift Aid Scheme.
9. We will not sell or swap your details with other charities or third parties. We will keep your details safe and will only use them in accordance with our privacy policy: [www.cope.ltd.uk/privacypolicy](http://www.cope.ltd.uk/privacypolicy)

<b>Customer signature:</b>		<b>Date:</b>	
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