

Gift Aid is a scheme that allows the ExtraCare Charitable Trust to reclaim part of the tax you pay for the current tax year. For every £1 you donate we can claim 25p from HM Revenue & Customs.

**For completion by the donor:**

<b>Title:</b>	<b>Surname</b>										
<b>First Name:</b>											
<b>Home address:</b>											
<b>Town:</b>					<b>Postcode:</b>						
<b>Home Phone</b>											
<b>E Mail</b>											
<b>Signature:</b>							<b>Date:</b>				

**Better Lives for Older People**

*giftaid it*

Return your completed form by post to:

The Gift Aid Administrator  
The ExtraCare Charitable Trust  
7 Harry Weston Road,  
Binley Business Park, Binley,  
Coventry  
CV3 2SN

Or email to: [emma.dowdeswell@extracare.org.uk](mailto:emma.dowdeswell@extracare.org.uk)

**For Shop Use Only**

<b>Entered By:</b>	<b>Checked By:</b>
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**Please Turn Over For The Legal Bit**

## ***The Legal Bit***

### **By signing this form you are agreeing that:**

- You are appointing ExtraCare Retail Limited to act as your agent on your behalf in attempting to sell or dispose of the goods that you bring into the shop. Where goods are sold, a commission of 1% of the sale price +VAT will be charged for this service and will be deducted from the proceeds of sale.
- You own all of the goods that you bring into the shop for sale, you obtained them in a legal manner and you are not acting as a business.
- You confirm that ExtraCare Retail Limited is instructed, as your agent, to donate the net proceeds of sale of your goods to The ExtraCare Charitable Trust 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 that tax year has not exceeded £1,000 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 £1,000 or such higher amount as is specified by HM Revenue and Customs from time to time, we must advise you in writing that unless we hear from you to the contrary within 21 days those funds over and above the initial £1,000 will be donated.
- We will write to you following the end of the tax year and tell you the net proceeds raised from the sale of your goods in that tax year. This is a HMRC requirement.
- You may notify us in writing at any time at the address stated at the bottom of this agreement, if you no longer want this arrangement to apply. We may terminate this agreement at any time without prior notice by writing to you.
- You are a UK tax payer and you would like ExtraCare Retail Limited to make donations to The ExtraCare Charitable Trust on your behalf and you would like all donations that you make, or have made in the last four years, to be treated as gift aid donations until you notify us otherwise or this agreement is terminated. You confirm that you have paid at least 25p income tax or capital gains tax in the UK during the applicable tax year for each £1 that you have donated in that tax year to all charities and Community Amateur Sports Clubs (CASCs). In order to cover the initial £1,000 that you have agreed to donate without further notification from us, you must have paid at least £250 income tax or capital gains tax in the UK during this tax year before you sign up to this agreement. You understand that if you pay less income tax or capital gains tax than the amount claimed on all your donations in a tax year it is your responsibility to pay any difference.
- If we are unable to sell any of your goods after what we consider to be a reasonable period from the date on which you brought them into the shop ExtraCare Retail Limited is instructed to dispose of those goods as it sees fit.
- You will let us know of any change in your tax status and/or address and contact details.
- For more information about how we store your data please refer to our Privacy Policy at [www.extracare.org.uk](http://www.extracare.org.uk).