

I would like Richard House Children's Hospice to reclaim the tax on my donation(s) and confirm that I have paid at least 25p UK income tax for each £1.00 I have donated. Making a Gift Aid declaration on behalf of Richard House Children's Hospice means that for every £1.00 your goods raise, we will receive an extra 25p from the Government, making your donation go even further. This means for instance, that every £10.00 raised becomes £12.50 – at no extra cost to you. Just think what a difference that can make.

**By completing this form you are confirming that:**

- You are a UK taxpayer and you have paid an amount of income or capital gains tax at least equal to the tax that all charities and CASCs that you donate to, will reclaim on your donations in the appropriate tax year (VAT and council tax do not qualify)
- You wish Richard House Trading Company Ltd to act as your agent in selling the goods you have brought into the shop.
- You wish Richard House to claim tax on all donations you have made four years prior to this date and from this date forward for all donations until you notify us otherwise.
- You are not acting as a business in bringing goods in for sale to any of the shops belonging to Richard House.
- A commission of 1% (&VAT) will be charged by Richard House Trading Company Ltd on the sale proceeds realised from selling your goods to cover costs of administering the Gift Aid scheme. Gift Aid will be claimed on the net proceeds from the sale of your goods, i.e. after deduction of commission fee.

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

**For completion by the donor**

Title  Initial  Surname

Home address

Postcode

Tel.  Email

Signature  Date

**Please hand in this form into one of our shops with your donated goods and you will receive your personal Gift Aid ID card for use with future donations**

**Protecting your personal data**

Before we make any Gift Aid claim we will write to you to inform you of the money raised from the sale of your donations. It is cheaper for us to do this by email if you enter your email address in the space provided above. You can choose to retain or donate these proceeds to Richard House Children's Hospice.

There may also be times when we want to keep you informed of the work at Richard House. If you do not want to receive this additional information please tick this box.

**Thank you for your support**

Richard House is London's first purpose built children's hospice. Situated in east London, our core purpose is to accompany local families with children with life-limiting or life-threatening conditions during the child or young person's journey through life to death, creating positive experiences along the way that become good memories for the future.

It costs £3 million every year to provide the wide ranging specialist care which is tailored to our multi-cultural community and given to families completely free of charge. Only £1.1million of this is statutory funded, the remaining £1.9 million we have to raise each year. By signing to our retail Gift Aid scheme you are helping to make your donation go further, thank you.