

Gift Aid Agreement

If you sign up to Gift Aid, it means for every £1 raised from the sale of your goods, we can claim a further 25p from HM Revenue and Customs.

By signing this form you are agreeing that:

- you are appointing SOFA to sell or dispose of the goods that you bring into our shop. Where goods are sold, a commission of 2.5% of the sale price + VAT will be charged for this service and deducted from the proceeds of sale.
- you own all of the goods that you bring in to the shop for sale, you obtained them in a legal manner and you are not acting as a business. You agree that SOFA will not be responsible for any loss or damage to any goods brought into the shop for sale.
- SOFA is instructed to keep the net proceeds from the sale of your goods and that it is not necessary to write to you to confirm these donations, provided that the total value of these net proceeds has not, so far in that tax year, exceeded £100 (or such increased limit as specified by the HMRC.)
- if and when a sale is made that brings the total value of the net proceeds to a value of more than £100 (or such increased limit as specified by the HMRC), we must:-
 - first write to you to confirm your consent to those funds over and above the initial £100 being donated.
 - If we do not receive written instruction from you within 21 days instructing us otherwise, SOFA will assume you're donating the proceeds above £100 (or such increased limit as specified by the HMRC).
- you are a UK tax payer and would like SOFA to take donations on your behalf and you would like all your 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 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.
(In order to cover the initial £100 that you have agreed to donate without further notification from us, you must have paid at least £25 income tax or capital gains tax in the UK during this tax year **before** you sign up to this agreement.)
- you will let us know of any change in your tax status and/or address and contact details.
- you waive the right to claim interest that may have occurred on any cash you decide to reclaim from the sale of the items above the threshold.
- either you or we may terminate this agreement at any time by written notice.

We may vary the terms of this agreement at any time by written notice to you.

If you need to contact us at any time, you can do so using the methods below:

Phone: 01509 262557

Mail: SOFA, Towles Building, Clarence Street
Loughborough, LE11 1DY

Don't forget to let us know if any of your details or circumstances change!

Charity Gift Aid Declaration – *When goods are sold by, and the proceeds gifted to, charities*

Gift Aid can be reclaimed by the charity from the tax you pay for the current tax year.

Gift Aid Agreement

Minimum required fields*

Name of Charity	SOFA (Suppliers of Furniture & Appliances)
------------------------	---

Donor Details

Title*	
First name or initial(s)*	
Surname*	
Home Address*	
Post Code*	
Home phone	Mobile phone
Email address	

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 SOFA.

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 SOFA 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.

Signature*

Date*

SOFA recycles furniture with the help of volunteers