



Retail and financial Gift Aid Declaration and Agency Agreement

Name of Charity	<i>Oxygen</i>	Office use:	<i>By (initial)</i>
Address	St Peter's Church	Both sides of form?	
	London Road	Donations labelled?	
	Kingston upon Thames	Data entered on Gift Aid app?	
Post Code	KT2 6QL		

Donor Details

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

Communications and Data Protection

As part of this agreement, OXYGEN may be legally required to notify you by post if the Net Sales Proceeds of your donated goods exceed £100.

I would prefer to be contacted by email

I consent for my personal data provided on this form to be held by Oxygen and processed for the purposes of operating its retail Gift Aid scheme and submitting a Gift Aid claim to HMRC. I understand that Oxygen will not share this data with any other third party.

Donor Declaration

<i>I want to Gift Aid my current donation of items/ financial gifts and any donations I may make in the future or have made in the past 4 years to OXYGEN</i>			
<i>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>			
<i>I will notify OXYGEN 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 if I wish to cancel the declaration</i>			
Signature		Date	

Continued overleaf

Agency agreement

I wish OXYGEN to act as my agent in offering my goods for sale, at a charge of 1% commission plus VAT which shall be deducted from the proceeds of sale.

The goods which I am offering to OXYGEN are my own to give and do not belong to another household

I am not acting as a business in bringing goods in for sale to any OXYGEN shop.

As legal and beneficial owner of the goods until they are sold, I understand that I have the right to keep all of the net proceeds of the sale but can choose to donate all or part of the proceeds, if I wish.

I confirm that I am at least 18 years old and understand that this agency agreement is a legally binding contract.

I understand that if OXYGEN are unable to sell any of the goods they will have the right to dispose of the goods as they see fit.

I agree that OXYGEN will not be responsible for any loss or damage to any goods brought into the shop for sale.

I agree that OXYGEN will not write to me to confirm donations, if the total value of the money raised, after deduction of Commission and VAT (Net Sales Proceeds), from the sale of my goods in any tax year is equal to or less than £100 and the Net Sales Proceeds will be treated as a donation to OXYGEN

I understand that OXYGEN will contact me, if the Net Sales Proceeds are in excess of £100 to give me the opportunity to donate the proceeds in excess of £100

I understand that OXYGEN will send me an end of tax year letter, even if monies raised are less than £100, detailing the Net Sales Proceeds and Gift Aid reclaimed in that tax year.

Either I or OXYGEN may terminate this Agreement at any time by written notice.

OXYGEN may vary the terms of this Agreement at any time by written notice to me.

Signature	
Date	

Thank you for kindness and support. It will go a long way towards helping local young people to grow, develop and achieve their potential. We believe in them so that they can believe in themselves.