

# Fill me in and boost the value of your donation!

## Gift Aid Agreement

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Signing up to Gift Aid means that for every £1 Cynthia Spencer raises 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 have read and understood the agency agreement overleaf.

Please fill in and return me with your donated items. Complete in block capitals.

### Your details

Title	First name
Surname	
Home Address	
Town	
County	Postcode
Telephone	
Email	
Signature	Date

We like to keep supporters up-to-date with our work and the difference you are helping us to make.

Please tick the boxes if you would like to receive communications from Cynthia Spencer Hospice:

YES please, I'd like to hear from you by EMAIL  by POST

YES please, I'd like to hear from you by TELEPHONE  by TEXT MESSAGE OR MMS.

You can update your preferences, including how often you hear from us at anytime by calling us on **01604 973340** or emailing **fundraising@cynthiaspencer.co.uk**

We will never share, sell or swap your personal data with any third parties. We will keep your details safe and will only use them in accordance with our privacy policy.

CSH Shop:		Retail Office:	
Form checked	Date:	EPOS entry checked	Date:
Form on EPOS	Date:	Donor ID number:	

**This form also acts as your agency agreement with Cynthia Spencer Hospice Ventures Limited, a wholly owned subsidiary of Cynthia Spencer Hospice Charity to sell goods on your behalf which you may leave with us for any Cynthia Spencer Hospice charity shop or through online sales.**

**As such it is a legally binding contract and by completing this form you are confirming that:**

You wish Cynthia Spencer Hospice Ventures Limited (a wholly owned subsidiary of Cynthia Spencer Hospice Charity) to act as your agent in selling the goods you have left or will leave with us on your behalf. A 3% commission fee will be deducted from the money raised which will result in 'net sales proceeds' from the sale of your goods upon which Gift Aid will be claimed by us.

You wish Cynthia Spencer Hospice Charity to keep all net sale proceeds up to £1,000 in any tax year.

We will write to you at the end of each tax year to let you know the cumulative net sales proceeds of your goods.

If the total net sale proceeds in any tax year are below £1,000 you will not be offered your money back before we make a claim for Gift Aid because you agree to donate such money to us.

If the total net sale proceeds exceed £1,000 in any tax year you have the right to receive the amount above £1,000 only; to do so you will need to contact us within 21 days of our writing to you to ask for this money, which we will then pay to you minus an administration fee.

If we do not receive a reply from you within 21 days, we will assume your consent that the net proceeds are to be donated to Cynthia Spencer Hospice Charity using Gift Aid.

You are confident that you will pay at least £250 in tax in any one tax year and that, if you enter into agency agreements with more than one charity shop and/or make other Gift Aid donations to charities, you will have paid enough Income Tax and/or Capital Gains Tax in that year to cover the cumulative claims for Gift Aid by all the relevant charities.

Any unsold goods may be disposed of by Cynthia Spencer Hospice Ventures Limited in its discretion.

You own all 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 agree that neither Cynthia Spencer Hospice Ventures nor Cynthia Spencer Hospice Charity will be responsible for any loss or damage to any goods brought into the shop for sale.

The above address is your residential address and not your business address.

We reserve the right to terminate this agency agreement at any time .

**Cancelling your Gift Aid declaration or supporter card subscription**

**You can cancel either at any time by calling 01604 973340 or by emailing fundraising@cynthiaspencer.co.uk  
By cancelling your Gift Aid, you will be terminating the agency agreement.**



**Cynthia Spencer**  
Care, Support, Choice

Fundraising Office, Cynthia Spencer Hospice Charity,  
Pondwood House, Pondwood Close, Moulton Park,  
Northampton, NN3 6RT

Telephone: 01604 973340

Registered Charity Number 1174402  
Company Number 10934348

 @CynthiaSHospice  
 Cynthia Spencer Hospice  
 CynthiaSpencerCharity  
 CynthiaSpencerTV

[www.cynthiaspencer.org.uk](http://www.cynthiaspencer.org.uk)