

St Martin's Emmaus, Archcliffe Fort, Dover, CT17 9EL
(Phone 01304 204550)

Dear Sir/Madam,

Thank you for donating items for our shop.

If you wish to give your goods for us to sell on your behalf and claim back tax under the Gift Aid Scheme, please complete the form below. Either hand this form to our collection team or post it to us in the enclosed FREEPOST envelope.

Of course we are very happy to receive your items even if you do not pay tax or would prefer to give without complication.

The item(s) will be collected on

Thank you again.

The St Martin's Emmaus Community

To; St Martin's Emmaus, Dover, CT17 9EL.

From: (Name)

(Address)

.....

(Postcode)

I confirm that I am a taxpayer in the United Kingdom and that St Martin's Emmaus is therefore entitled to reclaim the tax at basic rate on donations that I make to it. I understand that in the relevant tax year I must pay an amount of Income Tax or Capital Gains Tax equal to or more than any tax reclaimable in respect of my charitable donations.

(Signed)

(Date)

An explanation of the application of Gift Aid in this case is given overleaf and you are recommended to read it.

The Information you supply will be stored on the St Martin's Emmaus database in accordance with the Data Protection Act 1998. At no time will this information be passed to or shared with other organisations

St Martin's Emmaus is a registered charity (no. 1047354) and a company limited by guarantee (no. 3066614) in England and Wales. The Companies registered office is Archcliffe Fort, Dover, CT17 9EL

Read this side only if you have queries about what is printed overleaf!

The process overleaf is a little complicated but it greatly helps the St Martin's Emmaus Community.

Through the Gift Aid Scheme, the government pays to charity the tax that the donor of money has already paid on the amount given.

So if you complete the Gift Aid Form overleaf, the St Martin's Emmaus can secure £0.25 for every £1 that the customer pays for the item you have provided.

The complication is that the goods you give are not money! So, in order to get the tax back we have to ask you to appoint us as agents to sell your goods.

By signing the form overleaf you say that you want us to treat your donations of money as being made under Gift Aid.

We will write to you when the items that you have donated have been sold, telling you what they fetched.

You have then 21 days to say that you would like the money paid to you – but we sincerely hope that you won't!!!