



"Attach to FORM"  
Barcode  
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|----------|--|-------------|-----------|----------|--|
| Title:   |  | First name: |           | Surname: |  |
| Address: |  |             |           |          |  |
|          |  |             | Postcode: |          |  |

- I want to Gift Aid my current donation and any future donations I may make in the future or have made in the past 4 years to Wigan and Leigh Hospice.
- 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 Wigan and Leigh Hospice 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.

## Agency Agreement

I wish Wigan and Leigh Hospice to act as my agent in offering my goods for sale, at a charge of 1% commission deducted from the proceeds of the sale.

The goods which I am offering to Wigan and Leigh Hospice 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 Wigan and Leigh Hospice 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.

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

I understand that if Wigan and Leigh Hospice 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 Wigan and Leigh Hospice will not be responsible for any loss or damage to any goods brought into the shop for sale.

I agree that Wigan and Leigh Hospice will NOT contact me to confirm donations, if the total value of the monies raised after deductions 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 Wigan and Leigh Hospice.

I understand that Wigan and Leigh Hospice WILL contact me, if Net Sales Proceeds are in excess of £100 to give me the opportunity to donate the proceeds in excess of £100.

I understand that Wigan and Leigh Hospice WILL send me an end of tax year letter via post or email, even if monies are less than £100, detailing the Net Sales Proceeds and Gift Aid reclaimed in that tax year.

Either I or Wigan and Leigh Hospice may terminate this Agreement at any time by written notice. Wigan and Leigh Hospice may vary the terms of this agreement at any time by written notice to me.

## Contacting you by email and telephone

By providing your email and telephone details below, we will write to you in accordance with this agreement via email or phone, however if this is not provided, we will contact you by letter to your home address.

From time to time, we would also like to send you information about our fundraising events, news and campaigns. This lets us raise awareness of what we do and how we support local people. It also gives you information on how you can support us.

Please provide your contact details below if you are happy to hear from us.

|        |               |
|--------|---------------|
| Email: | Phone Number: |
|--------|---------------|

We take appropriate measures to keep your personal information safe and secure, and we promise not to overcontact you. We will NEVER pass your personal information on to other organisations for them to use for their own marketing purposes.

You can update your preferences or choose not to receive emails from us at any time, just let our retail Gift Aid team know on [Giftaid@wlh.org.uk](mailto:Giftaid@wlh.org.uk)

|            |  |       |  |
|------------|--|-------|--|
| Signature: |  | Date: |  |
|------------|--|-------|--|