



Gift Aid Agreement for donating goods to sell

- You are appointing Thomas Tallis PTFA to act as your agent on your behalf in attempting to sell or dispose of the goods that you bring into the school shop. Where goods are sold, a commission of 1% of the sale price plus VAT will be charged for this service and deducted from the proceeds of sale.
- You own all of 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 Thomas Tallis PTFA nor Thomas Tallis will be responsible for any loss or damage to any goods brought into the shop for sale.
- You confirm that Thomas Tallis PTFA is instructed, as your agent, to donate the net proceeds of sale of your goods to Thomas Tallis and that it is not necessary to write to you to confirm the donations, provided that the total value of the net proceeds of sale of your goods so far in that tax year has not exceeded £100 (or such higher amount as is specified by HM Revenue and Customs from time to time). Once a sale is made that brings the total value of the net proceeds of sale of your goods to more than £100 (or such higher amount as is specified by HM Revenue and Customs from time to time), we must first write to you to confirm your consent to the funds over and above the initial £100 being donated. You will have 21 days from the date of notification to contact us for receipt of these funds less the commission specified above. You may notify us in writing at any time (at the address below), if you no longer want this arrangement to apply.
- An end of year letter, informing you of the value of all goods sold on your behalf in that tax year, will be sent to you before 31 May in the following tax year. This is a requirement of HM Revenue and Customs in order to confirm your status as a tax payer during the year and therefore our eligibility to claim the Gift Aid.
- You are a UK tax payer and you would like Thomas Tallis PTFA to make donations to Thomas Tallis School on your behalf and you would like all 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 understand that if you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all your donations in the current tax year it is your responsibility to pay any difference.
- If we are unable to sell any of your goods after a period of 12 months from the date on which you brought them into the shop, Thomas Tallis PTFA is instructed, as your agent, to transfer ownership of those goods to Thomas Tallis PTFA for selling on as 100% profit..
- Don't forget to let us know if any of your details or circumstances change. • You waive the right to claim interest that may have accrued on any cash you decide to reclaim from the sale of the items.
- 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 by email: PTFA@thomastallis.org.uk or in writing by post at: Thomas Tallis PTFA, Thomas Tallis School, Kidbrooke Park Road, SE3 9PX