

**CHARITY ADVERTISING Request for Zero-Rating**

**PART 1** - to be completed by the charity

(tick boxes as appropriate)  
(\* delete as appropriate)

I.....(full name)

.....(Status in organisation)

of.....(Name and address of

.....organisation)

.....

declare that the above named charity is \* buying from/importing from:

..... (Name and address of

.....supplier)

the following which \*is/are eligible for relief from VAT under item

8 or 8A

8B or 8C

of Zero Rate Group 15

Or qualify as

<input type="checkbox"/>	Printed appeal letters
<input type="checkbox"/>	Printed envelopes for use with appeal letters
<input type="checkbox"/>	Printed monetary donation collecting envelopes
<input type="checkbox"/>	Monetary donation collection boxes
<input type="checkbox"/>	Lapel stickers or badges or component parts

..... (Signature and date)

**NOTE: It the supplier's responsibility to ensure that the goods or services supplied are eligible before zero-rating them.**

**PART 2** - for use by the supplier

I have read the guidance in Customs and Excise VAT Notice 701/58 and agree that the goods/services described come within the category indicated.

..... (Signature and date)

This certificate should be retained by the supplier for production to his VAT officer

NOTES (for example any steps taken to verify the declared particulars)