CHARITY ADVERTISING Request for Zero-Rating

# PART 1 – to be completed by the charity (contact the VAT team if you need any advice)

## Name

## Post Title

## University Address

University of Reading, PO Box 217, Whiteknights, Reading RG6 6AH

## Supplier’s Name and Address

## Declaration

I declare that the above named charity is buying the following which is/are eligible for relief from VAT as (please tick as appropriate):

☐ A supply to a charity of a right to promulgate an advertisement by means of a medium of communication with the public.

☐ A supply to a charity that consists in the promulgation of an advertisement by means of such a medium.

☐ A supply to a charity of services of design or production of an advertisement that is, or was intended to be, promulgated by means of such a medium, or of goods closely related to such a supply.

☐ printed appeal letters

☐ printed envelopes for use with appeal letters

☐ printed monetary donation collecting envelopes

☐ monetary donation collecting boxes

☐ lapel stickers or badges or component parts

……………………………………… (Signature)……………..…… (Date)

# PART 2 – to be completed by the supplier

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

……………………………………... (Signature)…….…..………… (Date)

This certificate should be retained by the supplier for production to a VAT officer, together with any notes on steps taken to verify the declared details.

Note: It is the supplier’s responsibility to ensure that the goods or services supplied are eligible before zero-rating them.