

**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 

Supplier’s Name and Address



**Tick as appropriate**

I declare that the above named charity is buying the following which is/are eligible for relief from VAT as

[ ]  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.**