

## Eligibility Declaration by a Charity

Please note there are penalties for making false declarations

### Customer

If you are in any doubt as to whether you are eligible to receive goods or services zero-rated for VAT you should consult VAT Notice 70117 VAT reliefs for disabled people or contact the National Advice Service on 0845 010 9000 before signing the declaration.

I (full name and status in charity) .....

of (name and address of charity) .....

.....

declare that the charity named above is receiving from **Adapt-IT of Churchill House, Stirling Way, Borehamwood, Herts WD6 2HP**

- the following goods which are to be made available to a disabled person or persons for domestic or their personal use:  
.....  
.....(description of goods)
- the following services to adapt goods to suit the condition of a disabled person to whom the goods are to be made available:  
.....  
.....(description of services and goods)
- the following services of installation, repair or maintenance of goods..  
.....  
.....(description of services and goods)

and I claim relief from value added tax.

..... (Signature)

.....(Date)

### Supplier

I (full name) .....

of **Adapt-IT**

**Churchill House, Stirling Way, Borehamwood, Herts WD6 2HP**

.....

am supplying to the charity named above:

- the following goods which are to be made available to a disabled person or persons for domestic or their personal use:  
.....  
.....(description of goods)
- the following services to adapt goods to suit the condition of a disabled person to whom the goods are to be made available:  
.....  
.....(description of services and goods)
- the following services of installation, repair or maintenance of goods:  
.....  
.....(description of services and goods)

..... (Signature)

..... (Date)

### Note to supplier

You should keep this declaration for production to your VAT officer. The production of this declaration does not automatically justify the zero-rating of the supply. You must ensure that the goods or services you are supplying qualify for zero-rating.

