



**CHARITY ADVERTISING Request for Zero-Rating
PART 1 – to be completed by the charity**

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

I, _____ of

UNIVERSITY OF BIRMINGHAM, EDGBASTON, BIRMINGHAM, B15 2TT, UNITED KINGDOM

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

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

- Printed appeal letters
- Printed envelopes for use with appeal letters
- Printed monetary donation collecting envelopes
- Monetary donation collection boxes
- Lapel stickers or badges or component parts

_____ (Signature and date)

NOTE: It is 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 a VAT officer.

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