

## Charity advertising: Request for Zero-Rating

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

[\* delete as appropriate]

*Note 1: this is not mandatory.*

I .....(full name)  
 ..... (status in organisation)  
 of ..... (organisation name)  
 .....(org. address)  
 .....

Charity number ..... (*note 1*)

declare that the above named charity is buying from/importing from  
 .....(name of supplier)  
 .....(address)

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

8 or 8A (advertising)		8B or 8C (design, production of advert or related supply)		of Zero Rate Group 15:	
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..... (detail of service/goods)  
 .....  
 ..... (Signature) / / (date)

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**The production of this certificate does not authorise zero-rating of the supply. It is the supplier's responsibility to ensure that the goods or services supplied are eligible before zero-rating them.**

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

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

.....(signature) / / (date)

This certificate should be retained by the supplier for production to the VAT office if requested.

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

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Suppliers Reference (eg invoice number) ..... (*note 1*)