VAT zero-rating on charity advertising

## **Part 1** - to be completed by the purchaser.

## Please fill out the information indicated by the bold example text: **[Example].**

I **[Full name and job title],** of **[organisation’s name]**

Please include the organisation’s address:

**[Organisation address]**

**[Charity number]**

(Note 1) declare that the above named charity is buying from/importing from:

Women’s Aid Federation of England PO Box 391, Bristol, BS99 7WS

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:

**[Please state the service used i.e. Recruitment and job advertising]**

**[Signature] [Date]**

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.

## **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):

Suppliers Reference (eg invoice number) - (Note 1)

Note 1: this is not mandatory.