

*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 701/7 VAT reliefs for disabled people or contact the National Advice Service on 0845 010 9000 before signing the declaration.*

**Declaration by the Customer**

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

of (name and address of charity) Liverpool Hope University, Hope Park,

Liverpool, L16 9JD

declare that the charity named above is receiving from: (name and address of supplier)

…………………………………………………

…………………………………………………

…………………………………………………

\* 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)……………………………………………………………..

\* the following building alterations at (address of building…………………………………..):

(description of alterations)………………………………………………………………………..

\* the services of monitoring a personal alarm call system

and I claim relief from value added tax.

…........................................................................... (Signature)

….................................................................................... (Date)

**Declaration by the Supplier**

I (full name) …...........................................................................

of (address) …...........................................................................

…...............................................................................................

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)…………………………………………………………..…

\* the following building alterations at (address of building…………………………………):

(description of alterations).

\* the services of monitoring a personal alarm call system

............................................................................... (Signature)

....................................................................................... (Date)

\* Delete words not applicable

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.