## **Envelope Verification Schedule**



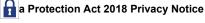




## **Derbyshire 2025 Festival Relief Chest**

| Details of person submittin | g cheque a | and slip | S       |      |         |        |        |        |      |      |      |   |  |
|-----------------------------|------------|----------|---------|------|---------|--------|--------|--------|------|------|------|---|--|
| First Name                  |            |          |         |      |         |        |        |        |      |      |      |   |  |
| Surname                     |            |          |         |      |         |        |        |        |      |      |      |   |  |
| Address                     |            |          |         |      |         |        |        |        |      |      |      |   |  |
|                             |            |          |         |      |         |        |        |        |      |      |      |   |  |
| Postcode                    |            |          |         |      |         |        |        |        |      |      |      |   |  |
|                             |            |          |         |      |         |        |        |        |      |      |      |   |  |
| Relief Chest name           |            |          |         |      |         |        |        |        |      |      |      |   |  |
| Lodge/Chapter no.           |            |          |         |      |         | Relie  | ef Che | est no | FE   | EST2 | 2025 |   |  |
|                             |            |          |         |      |         |        |        |        |      |      |      |   |  |
| No. of envelope slips       |            |          | Γotal a | mour | nt of G | SAE d  | onati  | ons £  |      |      |      |   |  |
|                             | Tota       | al amo   | unt of  | non  | Gift Ai | ded d  | donati | ons £  |      |      |      |   |  |
|                             |            |          | Total   | amo  | unt of  | all do | natio  | ns £   |      |      |      |   |  |
|                             |            |          |         |      |         |        |        |        |      |      |      |   |  |
| Total amount of cheque £ .  |            |          |         |      |         |        |        |        |      |      |      |   |  |
|                             |            |          |         |      |         |        |        |        |      |      |      |   |  |
| Please                      | e make a   | all che  | eques   | paya | ble to  | The    | Relie  | ef Che | st S | che  | me   |   |  |
| Signature                   |            |          |         |      |         |        | Dat    | e      |      |      |      | T |  |
|                             |            |          |         |      |         |        |        |        |      |      |      |   |  |

Please forward the completed schedule, all completed GAE slips and the cheque to Relief Chest Scheme, Masonic Charitable Foundation 60 Great Queen Street, London WC2B 5AZ Tele: 020 3146 3352



The Relief Chest Scheme is committed to protecting your personal information. Our legal basis for collecting, processing and sharing personal information as set out in our Privacy Policy is on based on the legitimate interest of the Relief Chest Scheme.

To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit www.mcf/reliefchest/privacypolicy

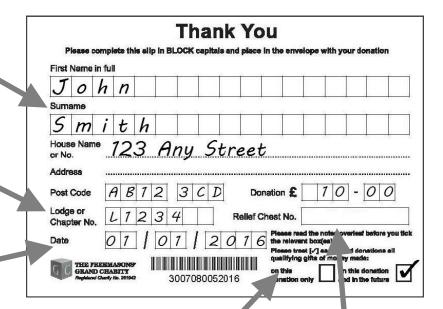


## **Completing a Gift Aid Envelope**



Please remember to complete **all** steps to ensure your gift reaches its maximum potential.

- **1.** Write your <u>full</u> name and address including post code
- **2.** Enter your Lodge/ Chapter number
- **3.** Remember to write the date and amount of your donation
  - 4. If you are a UK tax payer and wish to Gift Aid your donation (making it worth 25% more), please read the declaration on the back of the slip and TICK the applicable box



**5.** Fill in the Relief Chest no:

| Important Notes  nor must write their first name in full surname, house name or number, pooling as tink the Gift Aid Declaration box(es) or The Freemanns Grand C   | it code and   |
|---|---|
| Gift Aid  | elevant box(es).  |
| Boost your donation by 25p of Gift Aid for every £1 you donate  If you are a UK tax payer, under the Government's Gift Aid Scheme, The Freemasons' Grand Charity can reclaim the tax you have already paid on your donation and add it to the value of your gift.                         | nal tax relief due to<br>or ask HM Revenue                          |
| Gift Aid is reclaimed by the charky from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.  Declaration  | ck the declaration<br>surname, house<br>to identify the donor       |
| I am a UK taxpayer and understand that if i pay less Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.  In order to Gift Aid your donation you must tick the relevant box(es) overleaf | e stored by the Relief<br>dance with the Data<br>our details may be |
| Please notify The Freemasons' Grand Charity if you:   |   |
| Want to cancel your declaration     Change your name or home address     No longer pay sufficient tax on your income and/or capital gains.  |   |

|                   | on your donation and add it to the value of your gift. The donor            |
|-------------------|---|
|                   | Thank You  OCK capitals and place in the envelope with your donation        |
|                   | in the envelope with your donation  |
| Sumame  S m i t h |   |
| Pr No. 723 An     | y Street  |
| ost Code AB12     |   |
| page or L 7 2 3 4 | Donation £ 70 - 00  |
| 07/07             | 2 0 7 6 Please read the noise overleer before you tick the relevant box(ea) |

**5.** Tear off the slip and pop it in the envelope with your donation

Thank you for your generosity





## **Gift Aid Envelope Guidance Notes**

 The tear-off slip on the Gift Aid Envelope must be completed by the donor and then put inside the envelope with the cash or cheque donation.

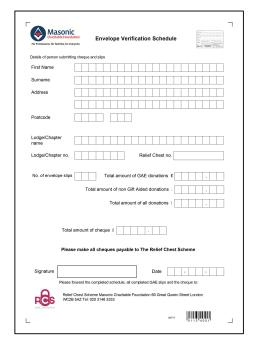
If the donor wants the donation to be Gift Aided and does not have a previous declaration they must complete the envelope themselves, ensuring that the following sections are completed in the same ink:

- First name and surname
- · House name or number and postcode
- Amount of donation
- Date of donation
- Tick the relevant box
- The Relief Chest Representative and/or Treasurer (preferably both together) count the contents from each envelope and make sure that it agrees with the amount entered on the tear-off slip.

|   |                  | Th          | ank `          | <b>′</b> ou |  |   |          |
|---|------------------|-------------|----------------|-------------|--|---|----------|
| Please con                                  | plete this sl    | ip in BLOCK | capitals and p | lace in the | envelope v                                     | with your d                                     | lonation |
| First Name in                               | full             |             |                |             |  |   |          |
|   |                  |             |                |             |  |   |          |
| Surname                                     |                  |             |                |             |  |   |          |
|   |                  |             |                |             |  |   |          |
| or No. Address Post Code                    |                  |             |                | Donation    | £  |   |          |
| Lodge or<br>Chapter No.                     |                  |             | Rel            | ief Chest N | 10.  |   |          |
| The Relief Chest: The Grand C (Registered C | harity<br>harity | 30070       | 80052016       | the re      | elevant box<br>se treat [√] a<br>fying gifts o | es)<br>as Gift Aid do<br>f money mad<br>on this |          |







- 3. The money is banked into the Lodge/Chapter bank account and the Envelope Verification Schedule is completed.
- The Relief Chest Representative or Treasurer draws a cheque made payable to "Relief Chest Scheme" for the total amount.
- 5. The cheque, envelope verification schedule and all the tear-off slips are sent to:

Relief Chest Scheme,

Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ.

Tel: 020 3146 3352