

Envelope Verification Schedule



Derbyshire 2025 Festival Relief Chest

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Relief Chest name

Lodge/Chapter no.

Relief Chest no.

No. of envelope slips

Total amount of GAE donations £

Total amount of non Gift Aided donations £

Total amount of all donations £

Total amount of cheque £

Please make all cheques payable to The Relief Chest Scheme

Signature

Date

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

a Protection Act 2018 Privacy Notice

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 full name and address including post code

2. Enter your Lodge/Chapter number

3. Remember to write the date and amount of your donation

Thank You

Please complete this slip in BLOCK capitals and place in the envelope with your donation

First Name in full
J o h n

Surname
S m i t h

House Name or No. 123 Any Street

Address

Post Code AB12 3CD Donation £ 10 - 00

Lodge or Chapter No. L1234 Relief Chest No.

Date 01 / 01 / 2016

THE FREEMASONS' GRAND CHARITY
Registered Charity No. 261942

3007080052016

Please read the notes overleaf before you tick the relevant box(es).
 Please treat [✓] as Gift Aid donations all qualifying gifts of money made:
 on this donation only on this donation and in the future

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

Donor must write their first name in full, surname, house name or number, post code and well as tick the Gift Aid Declaration box(es). The Freemasons' Grand Charity will not be able to

Gift Aid

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.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Declaration

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

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.

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

Thank you for your generosity

Gift Aid Envelope Guidance Notes

1. 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

2. 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.

Thank You

Please complete this slip in BLOCK capitals and place in the envelope with your donation

First Name in full

Surname


House Name or No.

Address


Post Code Donation £ -

Lodge or Chapter No. Relief Chest No.

Date / / Please read the notes overleaf before you tick the relevant box(es)

The Relief Chest Scheme of The Grand Charity (Registered Charity No 281942)  3007080052016 Please treat [x] as Gift Aid donations all qualifying gifts of money made: on this donation only on this donation and in the future



 **Envelope Verification Schedule**

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Lodge/Chapter name

Lodge/Chapter no. Relief Chest no.

No. of envelope slips Total amount of GAE donations £ .

Total amount of non Gift Aided donations .


Total amount of all donations : .


Total amount of cheque : .

Please make all cheques payable to The Relief Chest Scheme

Signature Date - -

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 Tel: 020 3146 3353



3. The money is banked into the Lodge/Chapter bank account and the Envelope Verification Schedule is completed.
4. 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