



Masonic
Charitable Foundation

For Freemasons, for families, for everyone

Making a donation into a Relief Chest

Regular & Single Donation Form



Relief Chest Scheme Masonic Charitable Foundation, 60 Great Queen Street
London WC2B 5AZ
T: 020 3146 3352 E: reliefchest@mcf.org.uk W: www.mcf.org.uk/reliefchest

Important Notes

1. This form contains a Single/Regular Donation, Gift Aid Declaration a Direct Debit Mandate and Guarantee. Please complete the relevant parts and pass it to your Relief Chest Representative.
2. All donations for the Relief Chest under a Regular Donation have to be made by Direct Debit from a Bank or Building Society account in the United Kingdom. Bank Standing orders, cash and cheques cannot be accepted for a Regular Donation. The charity is authorised to collect only the fixed amount specified on your form. The charity guarantees that it will make no other collections. Should it do so in error, a full and immediate refund will be made. To allow for both the charity and your Bank to process Direct Debits, this form must be received in the Relief Chest Scheme Office at least two months before the first payment is due.
3. You must complete a separate form for each Relief Chest if you wish to support more than one.
4. Please notify us if you change your name, address or Bank/Building Society details.

5. Tax cannot be reclaimed unless the relevant box(es) of the Gift Aid Declaration overleaf are ticked.
6. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

For further information on Gift Aid, please visit www.hmrc.gov.uk

Why not increase your donation by letting us reclaim your tax?

If you **Gift Aid** your donation, we can reclaim 25p of tax on every £1 you give.

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Oral Gift Aid Declaration

For use by Relief Chest Representative only.

If the donor has completed this form overleaf please leave this section blank. If you have been unable to obtain the donor's signature you can ask them if they are willing to make a Gift Aid Declaration and then tell us if they agree. We do not require the donor's signature. We will simply confirm the details to the donor in writing. Please fill in the donor's full name and address, post code and Lodge/Chest information on the other side of this form and sign the declaration below.

I confirm that the person named overleaf told me on _____ (date) that he/she wished all qualifying donations made to the Relief Chest Scheme (The Grand Charity Registered Charity Number 281942) in the last four years and all donations made in the future to be treated as Gift Aid until otherwise notified. If a valid Gift Aid Declaration from this donor is not already held, The Relief Chest office will confirm in writing to him/her.

Signature _____

Date _____



Data 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 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

This guarantee should be detached and retained by the payer

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit The Grand Charity of the United Grand Lodge of England will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request The Grand Charity of the United Grand Lodge of England to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by The Grand Charity of the United Grand Lodge of England or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when The Grand Charity of the United Grand Lodge of England asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.