

**The Freemasons' Grand Charity**

(Registered Charity No. 281942)

**Instruction to your Bank/Building Society to pay by Direct Debit**



Please fill in the whole form using a ball point pen and send to:  
The Freemasons' Grand Charity, 60 Great Queen Street, London WC2B 5AZ

**Name and full postal address of your bank or building society**

To: The Manager Bank/Building Society

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Address

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Postcode

Name(s) of Account holder(s)

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Bank/Building Society Account Number

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Branch sort code

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Banks and building societies may not accept Direct Debit instructions for some types of account

Service user number

9	2	6	0	9	6
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Reference number

--	--	--	--	--	--	--	--	--	--	--	--

**Instruction to your bank or building society**

**Please pay The Grand Charity of the United Grand Lodge of England Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Grand Charity of the United Grand Lodge of England and, if so, details will be passed electronically to my bank/building society.**

Signature(s)

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Date : 



 / 



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**Regular Donations into a Relief Chest**

I promise to pay you the actual sum of £ 



 .

every Month  Year  3 months  6 months

Payments are to start on 



 / 



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(This date must be at least two months after the date that you sign the form)

and are to continue for a period of three  four  five

or 



 years thereafter, or until my death, whichever is earlier

Please allocate this Regular Donation to:

Lodge/Chapter name

Lodge/Chapter No. 



 Relief Chest No.

**Single Donations into a Relief Chest**

Please tick one or more of the following as applicable:

I enclose a cheque payable to The Relief Chest Scheme for the sum of £ 



 .

I made a donation of £ 



 . 



 on or about the 



 / 



 /

Please allocate this Single Donation to:

Lodge/Chapter name

Lodge/Chapter No. 



 Relief Chest No.

**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 Relief Chest Scheme (The Grand Charity Registered Charity Number 281942) 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 Income 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) below.

on this donation only  in the past 4 years  in the future

Please notify us if you:

1. Want to cancel this declaration
2. Change your name or your home address
3. No longer pay sufficient tax on your income and/or capital gains.



Date: 



 / 



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**Personal Details:**

Please enter your name and address IN FULL using BLOCK CAPITALS:

Title:  Mr  Mrs  Dr  Other (.....)

Surname:

Forename(s):

Address:

Postcode:

Telephone:

Signature



**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](http://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.

*giftaid it*

### 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 \_\_\_\_\_

### EU General Data Protection Regulation (GDPR) May 2018

We (The Relief Chest Scheme 60 Great Queen Street, London WC2B 5AZ, Tele 020 3146 3352, email: reliefchest@mcf.org.uk Data protection officer dpofficer@mcf.org.uk) take your privacy seriously and will only use your personal information to process your donation. We will not sell, distribute or share your personal information with third parties other than the chest holder and its representatives in accordance with the schemes operating manual, legitimate interests such as HMRC for gift aid tax reclaims, banks to set up a Direct Debit instruction, Bottomline for mailing service, provinces for providing appeals report for festival honorifics purposes, or required by law to disclose them only. Your information as a donor will be securely stored by the scheme according to the records management, compliance and retention policy terms and will securely be destroyed thereafter. You have the right to request a copy of the information we hold about you or would like us to amend, remove any of your personal information please contact us using the details above.

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.