

# Credit/Debit Card Donation Form Guidance



Our Credit/Debit Card donation form can be downloaded at [mcf.org.uk](http://mcf.org.uk)

You can fill in the form by typing directly into the fields then printing and signing the form, or by printing the form and completing in block capitals by hand.  
*Please do not email the form as we need the original signature.*

1. Please fill in the details of your card (these will be securely disposed of once processed)

The form is titled "Credit/Debit Card Donation Form" and includes the Relief Chest Scheme logo. It is divided into several sections: "Card Details" (Name on card, Card no., CV2 no., Expiry Date, Start Date, Issue no.), "Donation Details" (Donation amount, Relief Chest no., Lodge/Chapter name, Lodge/Chapter no., Signature), "Personal Details" (First Name(s), Surname, Address, Postcode), and "Gift Aid Declaration". The declaration section includes a "giftaid it" logo and checkboxes for "On this donation only", "in the future", and "in the past 4 years". A date field is also present. At the bottom, there is a barcode and contact information for the Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ. A small note mentions that as of April 2016, the scheme became part of the Masonic Charitable Foundation.

2. Complete the amount of the donation. Don't forget to let us know which Relief Chest you would like your donation to go to

3. Please sign your authorisation

4. Please complete your name and address. This is so we can identify you and for HMRC to reclaim Gift Aid tax relief

5. Don't forget to tick the relevant boxes if you would like us to reclaim Gift Aid tax relief

6. Remember to date your declaration!

Once completed, please send the form to our office at the address below:

**Relief Chest Scheme  
Masonic Charitable Foundation,  
60 Great Queen Street,  
London WC2B 5AZ**

If you have any questions on credit card donations, please contact our office on 020 7395 9349 or email [reliefchest@mcf.org.uk](mailto:reliefchest@mcf.org.uk) and we will be happy to help

Thank you for your donation