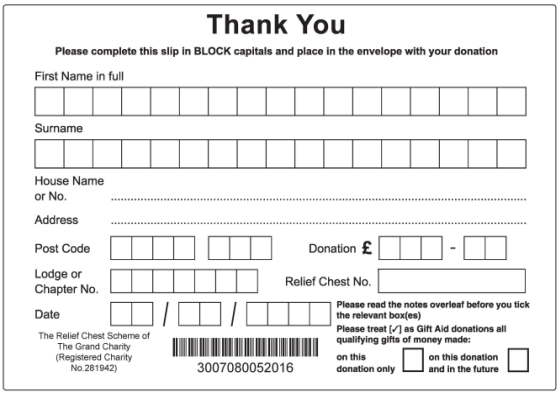
Gift Aid Envelope Guidance Notes

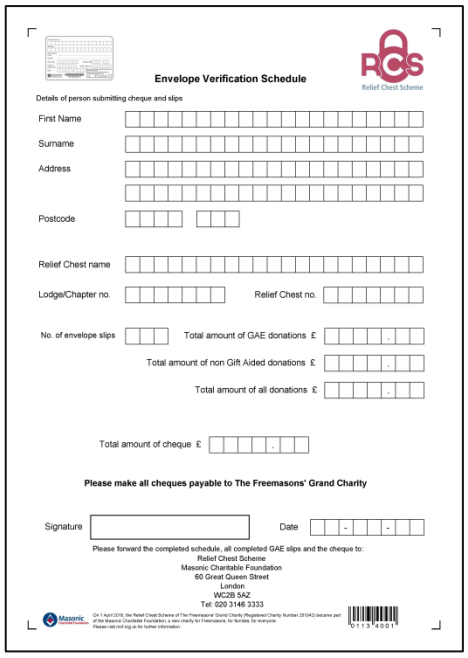
1. The tear-off slip on the Gift Aid Envelope must be completed by the donor and then put inside the envelope with the cash or cheque donation.

   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.



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 **"The Freemasons' Grand Charity"** 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 3333