

# Single/Regular Donation Form Guidance

1. Download the form by visiting [mcf.org.uk/reliefchest](http://mcf.org.uk/reliefchest). You should print pages 1 & 2 on both sides of one sheet if possible.

2. Fill in your personal information on the Direct Debit Mandate making sure that the information is correct and legible.

3. If you want to pay a regular amount each month or year, fill in this part of the form.

4. If you want to make a single one-off donation, fill in this part of the form.

5. Don't forget to let us know which Relief Chest you want your donation to go to.

6. We need to know who you are. Please make sure that we can read the details. Print clearly!

7. Please let us know if we can claim Gift Aid on the donation by ticking one or more of these boxes.

8. Don't forget to sign and date the form.

**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 5AQ

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

To: The Manager Bank/Building Society

Address

Postcode

Name(s) of Account holder(s)

Bank/Building Society Account Number

Branch sort code

Signature(s)

Date: / /

**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 / /

(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 Freemasons' Grand Charity 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.

**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 of The Freemasons' 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: / /

**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: \_\_\_\_\_

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.

**KEEP THIS TEAR OFF SLIP It is your Guarantee**