



Envelope Verification Schedule

Warwickshire Tercentenary Appeal



Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Relief Chest name

Lodge/Chapter no.

Relief Chest no. **WARWICK300**

No. of envelope slips Total amount of GAE donations £ .

Total amount of non Gift Aided donations £ .

Total amount of all donations £ .

Total amount of cheque/ Bank transfer £ .

Please make all cheques payable to The Relief Chest Scheme

Bank transfer details:
Date of transfer:
Amount:

Account Name: The Relief Chest Scheme Account Number : 02585235
Sort code: 18-00-02 Ref: **WARWICK300/ LODGE NO/GAE** e.g. warwick300/L1234/GAE

Signature

Date - -



Please forward the completed schedule, all completed GAE slips and the cheque to Relief Chest Scheme, Masonic Charitable Foundation 60 Great Queen Street London WC2B 5AZ Telephone 020 3146 3352 Email: reliefchest@mcf.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice
The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK GDPR legislation when handling your personal data. 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



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Completing a Gift Aid Envelope

Please remember to complete **all** steps to ensure your gift reaches its maximum potential.

1. Write your full name and address including post code

2. Enter your Lodge/Chapter number

3. Remember to write the date and amount of your donation

4. If you are a UK tax payer and wish to Gift Aid your donation (making it worth 25% more), please read the **declaration** on the back of the slip and **TICK** the applicable box

5. The Relief Chest number is WARWICK300

Thank You

Please complete this slip in **BLOCK** capitals and place in the envelope with your donation

First Name in full
J o h n

Surname
S m i t h

House Name or No. 123 Any Street

Address

Post Code AB12 3CD Donation £ 10 - 00

Lodge or Chapter No. L1234 Relief Chest No.

Date 01 / 01 / 2016

THE FREEMASONS' GRAND CHARITY
Registered Charity No. 261942

3007080052016

Please read the notes overleaf before you tick the relevant box(es)
Please treat [✓] as Gift Aid donations all qualifying gifts of money made:
on this donation only on this donation and in the future

Important Notes

Donor must write their first name in full, surname, house name or number, post code and well as tick the Gift Aid Declaration box(es). The Freemasons' Grand Charity will not be able to

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 Freemasons' Grand Charity 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 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 differences.

In order to Gift Aid your donation you must tick the relevant box(es) overleaf

Please notify The Freemasons' Grand Charity if you:

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

5. Tear off the slip and pop it in the envelope with your donation

Thank You

Please complete this slip in **BLOCK** capitals and place in the envelope with your donation

First Name in full
J o h n

Surname
S m i t h

House Name or No. 123 Any Street

Address

Post Code AB12 3CD Donation £ 10 - 00

Lodge or Chapter No. L1234 Relief Chest No.

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Please read the notes overleaf before you tick the relevant box(es)
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Thank you for your generosity



Warwickshire Tercentenary Appeal

Gift Aid Envelope Guidance Notes

- 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

- The Lodge Charity Steward 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.

Thank You

Please complete this slip in BLOCK capitals and place in the envelope with your donation

First Name in full

Surname

House Name or No.

Address

Post Code Donation £ -

Lodge or Chapter No. Relief Chest No.

Date / /

The Relief Chest Scheme of The Grand Charity (Registered Charity No.281942) 3007080052016

Please read the notes overleaf before you tick the relevant box(es) Please treat £1 as Gift Aid donations all qualifying gifts of money made:

on this donation only on this donation and in the future



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Warwickshire Tercentenary Appeal

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First Name

Surname

Address

Postcode

Relief Chest name

Lodge/Chapter no. Relief Chest no. **WARWICK300**

No. of envelope slips Total amount of GAE donations £

Total amount of non Gift Aided donations £

Total amount of all donations £

Total amount of cheque/ Bank transfer £

Please make all cheques payable to The Relief Chest Scheme

Bank transfer details:
 Date of transfer:
 Amount:

Account Name: The Relief Chest Scheme Account Number: 0288239
 Sort code: 18-00-02 Ref: WARWICK300; LODGE NO:GAE; e.g. #warwick300/1234/04E

Signature Date

Please forward the completed schedule, all completed GAE slips and the cheque to Relief Chest Scheme, Masonic Charitable Foundation 60 Great Queen Street London WC2B 5AZ Telephone 020 3146 3352 Email: reliefchest@mcf.org.uk

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 To find out more about how we handle, store and share your personal information and how to amend or request a copy of any personal information we hold about you, please visit www.mcfreliefchest.org.uk

- The money is banked into
 - the Lodge bank account or
 - pay directly into Relief Chest bank account via a local NatWest branch using special paying in book
- If banked in Lodge account, draw a cheque made
- payable to "Relief Chest Scheme " for the total amount.
- Complete a Envelope Verification Schedule.
- Send
 - the cheque or the duplicate paying in slip
 - envelope verification schedule
 - all the Gift Aid Envelope tear-off slips to Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ