



Making a donation into a Relief Chest

Regular & Single Donations

The Freemasons' Grand Charity
60 Great Queen Street, London, WC2B 5AZ
(Registered Charity No. 281942)

Telephone: 020 7395 9261
Fax: 020 7395 9295

Relief Chest Scheme Office: 020 7395 9246
Email: reliefchest@the-grand-charity.org

Website: www.grandcharity.org

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THE FREEMASONS'
GRAND CHARITY

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 Freemasons' Grand Charity is authorised to collect only the fixed amount specified on your form. The Freemasons' Grand 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 Freemasons' Grand 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 The Freemasons' Grand Charity 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 more information contact your local tax office or visit the link below.
<https://www.gov.uk/income-tax-reliefs/charity-donations-tax-relief>

DATA PROTECTION ACT (1998)

We will treat your personal information as private and confidential. Your details will be stored by the Relief Chest Scheme of The Freemasons' Grand Charity to process your donation in accordance with the Data Protection Act 1998. In order to provide reports on appeals and festival honorifics, your details may be shared with the relevant Relief Chest Representatives and or Provinces.

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 Freemasons' Grand Charity in the last four years, and all donations made in the future to be treated as Gift Aid until otherwise notified. If The Freemasons' Grand Charity does not already hold a valid Gift Aid Declaration from this donor The Relief Chest Office will confirm in writing to him/her.

Signature _____

Date _____

Why not take advantage of increasing your donation by letting The Freemasons' Grand Charity reclaim your tax

- If you **Gift Aid** your donation, The Freemasons' Grand Charity can reclaim 25p of tax on every £1 you give.

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.