

The Freemasons' Grand Charity Dealing with the Gift Aid Envelope Scheme

1. Lodge Member completes details on the envelope and puts in cash or cheque.

The Freemasons' Grand Charity Relief Chest Scheme *giftaid it*

Gift Aid Declaration

If you are already a UK tax payer, under the Government's Gift Aid scheme the Grand Charity can reclaim the tax you have already paid on your gift. Please tick box below if you would like the Grand Charity to reclaim tax on your gift.

All donations I have made for the six years prior to this year, (but no earlier than 31/4/2000) and all donations I make from the date of this declaration until I notify you otherwise, are Gift Aid donations.

Full Name _____
Address _____
Postcode _____
Dated _____

Notes (please read carefully)
You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity claims on your donation in the tax year (currently 20p for each £1 you give).
If in future your circumstances change and you no longer pay tax on your income and/or capital gains equal to the tax that the charity reclaims, you can cancel your declaration.

I request the Grand Charity to allocate the Donation to the Relief Chest of: _____
Lodge/Chapter No. _____ Relief Chest No. _____

FOR OFFICE USE ONLY

2. Charity Steward and/or Treasurer count the contents from each envelope (*preferably, two people together*) entering the amount on the envelope in the top right hand corner.



3. Money is banked into the Lodge Bank account and the "ENVELOPE /DONOR VERIFICATION SCHEDULE" is completed. (*There is no requirement for Lodges to list individual envelopes*)

Schedule No: 1
For office use only

THE GRAND CHARITY
Registered Charity No 281942
Freemasons' Hall
60 Great Queen Street
London WC2B 5AZ

ENVELOPE/DONOR VERIFICATION SCHEDULE

NAME _____
(of person submitting cheque and envelopes)

ADDRESS _____

POSTCODE _____

LODGE/CHAPTER NAME AND NUMBER _____

RELIEF CHEST NUMBER _____

NUMBER OF ENVELOPES

CHEQUE DETAILS:
ACCOUNT NAME _____
DATE OF CHEQUE _____ CHEQUE NO: _____

Please ensure that all members who wish their donation to be treated as Gift Aid have ticked the box on the back of the envelope

I hereby confirm that the enclosed cheque for £..... has been drawn in respect of cash donations received by this Lodge, Chapter or Province in the enclosed envelopes for onward transmission to the Grand Charity Relief Chest.

SIGNED _____ DATE _____

PLEASE FORWARD THIS SCHEDULE AND THE CHEQUE TO THE RELIEF CHEST OFFICE AT THE ABOVE ADDRESS.
PLEASE ENSURE THIS SCHEDULE IS FULLY COMPLETED.
YOU MUST INCLUDE ALL COMPLETED ENVELOPES

4. Lodge draws a cheque (made payable to 'The Freemasons' Grand Charity') on the Lodge Bank account for the total amount.

5. Lodge cheque + "ENVELOPE/DONOR VERIFICATION SCHEDULE" + ALL the opened envelopes are forwarded by post to The Grand Charity.

The Grand Charity will claim the Gift Aid on behalf of the Lodge and credit the amount to the Lodge Relief Chest.