

Website: www.grandcharity.org
Relief Chest Scheme Office: 020 7395 9246
Email: reliefchest@the-grand-charity.org
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The Freemasons' Grand Charity
(Registered Charity No. 281942)
60 Great Queen Street, London, WC2B 5AZ

Relief Chest Scheme

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- Regular Donations
- Single Donation

Provincial Grand Lodge of Essex 2011 Festival

The Freemasons' Grand Charity



Notes (please read carefully)

1. This form contains a Single/Regular Donation/Gift Aid Declaration and 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 the Direct Debit system from a Bank or Building Society 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. You may cancel this declaration at any time by writing to the Relief Chest Scheme Office.
5. You must pay an amount of Income Tax and/or Capital Gains Tax in each tax year at least equal to the tax that The Freemasons' Grand Charity will claim from HM Revenue & Customs on your Gift Aid donation.

6. Tax cannot be reclaimed unless the box overleaf is ticked.
7. If your circumstances should change and you no longer pay tax on your income and/or capital gains you can cancel your declaration (see note 4).
8. Higher rate income tax payers can claim tax relief equal to the difference between the higher rate and basic rate of tax on all donations made to The Freemasons' Grand Charity. The value of this higher rate of tax may be found on your Self Assessment Tax Return. Since April 2004, higher rate tax payers have also had the option of donating their tax rebate to charity as well, by simply completing the appropriate Gift Aid box on your Self Assessment Tax Return. **You must include The Freemasons' Grand Charity HM Revenue & Customs Reference Number which is PAK03BG.** If you are unsure whether your donations qualify for Gift Aid tax relief, ask The Freemasons' Grand Charity, your local Tax Office or go to the HMRC website: <http://www.hmrc.gov.uk/incometax/relief-gift-aid.htm>.
9. Please notify The Freemasons' Grand Charity if you change your name, address or Bank/Building Society details.

DATA PROTECTION ACT (1998)

Your personal information is confidential. It will only be used to enable The Freemasons' Grand Charity to process your donations into the Relief Chest Scheme.

Oral Gift Aid Declaration

For use by Relief Chest Representative only.

If the donor has ticked 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 donations made to The Freemasons' Grand Charity in the last six years, and all donations 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 _____

Relief Chest Representative for Relief Chest No. E1004B

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 28p of tax on every £1 you give up to 5 April 2008. The Charity will reclaim 25p of tax on every £1 you give on or after 6 April 2008. The government will pay to The Freemasons' Grand Charity an additional 3p on every £1 you give between 6 April 2008 and 5 April 2011. This transitional relief for the Charity does not affect your personal tax position.
- Higher rate tax payers can provide an even greater benefit by opting for the additional refund to be added to their donation (See note 8 above).

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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 10 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.