

## MCF 2027 FESTIVAL TOOLKIT

### TK04 - SETTING UP A REGULAR PAYMENT PLAN ONLINE

A Regular Payment Plan (RPP) is a commitment by the donor to pay a regular amount each month for a set period. The advantage of this method is that for a small amount, E.g. £15.00 per month for 3 years, the donor can qualify as a Festival Steward.

Payment is usually made by Direct Debit.

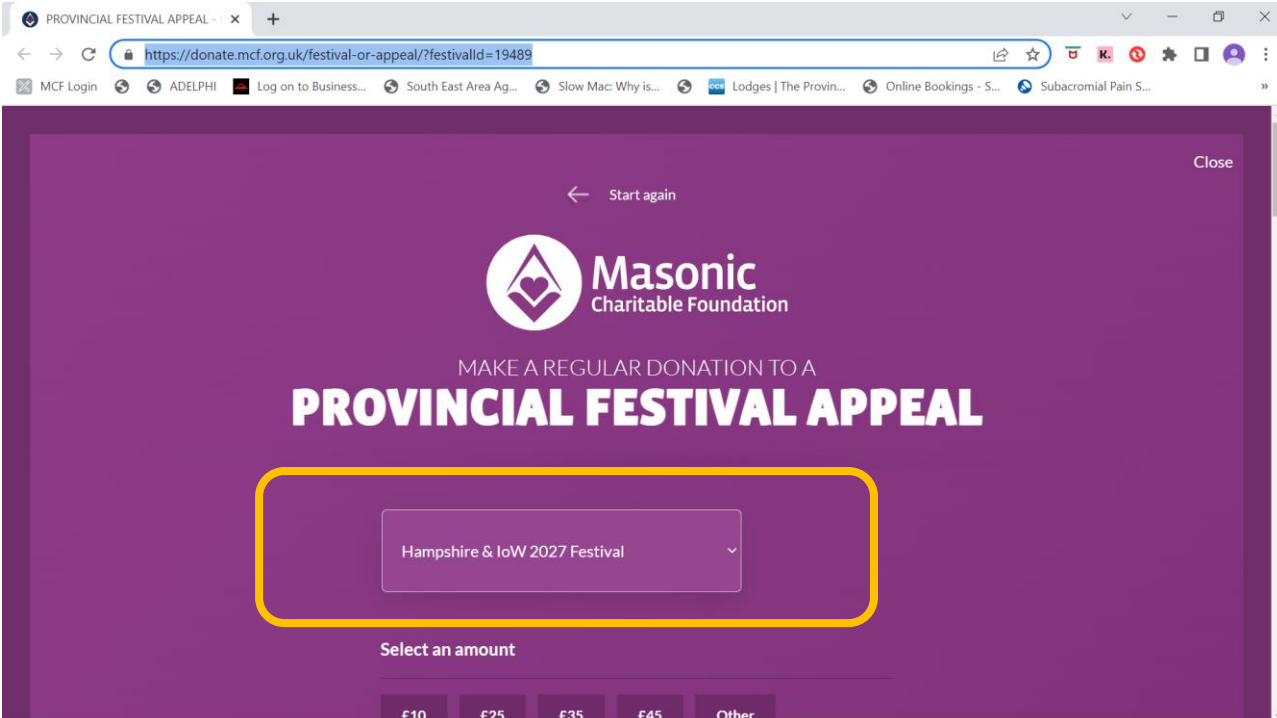
#### Changing the RPP

**Cancellation** - If a brother falls on hard times, he can cancel the RPP without penalty

**Amendment** – the term of an RPP can be varied, made either shorter or longer, but the monthly amount cannot be changed. If the donor wishes to increase the monthly amount, then a second RPP should be taken out for the amount of the monthly increase.

**Multiple RPPs** – a donor can take out as many RPPs as they wish. However, a RPP can only be credited to the honorifics of one lodge. If a brother belongs to two or more lodges, and wishes to contribute to the honorifics of each of them, he needs to take out an RPP for each lodge. His qualification as a Festival Steward, or higher honorific, is based on the total of all his RPPs.

1. Go to the web page <https://donate.mcf.org.uk/festival-or-appeal/?festivalId=19489>



The screenshot shows a web browser window with the URL <https://donate.mcf.org.uk/festival-or-appeal/?festivalId=19489>. The page features the Masonic Charitable Foundation logo and the text 'MAKE A REGULAR DONATION TO A PROVINCIAL FESTIVAL APPEAL'. A yellow box highlights a dropdown menu containing 'Hampshire & IoW 2027 Festival'. Below this, there is a 'Select an amount' section with buttons for £10, £25, £35, £45, and Other.

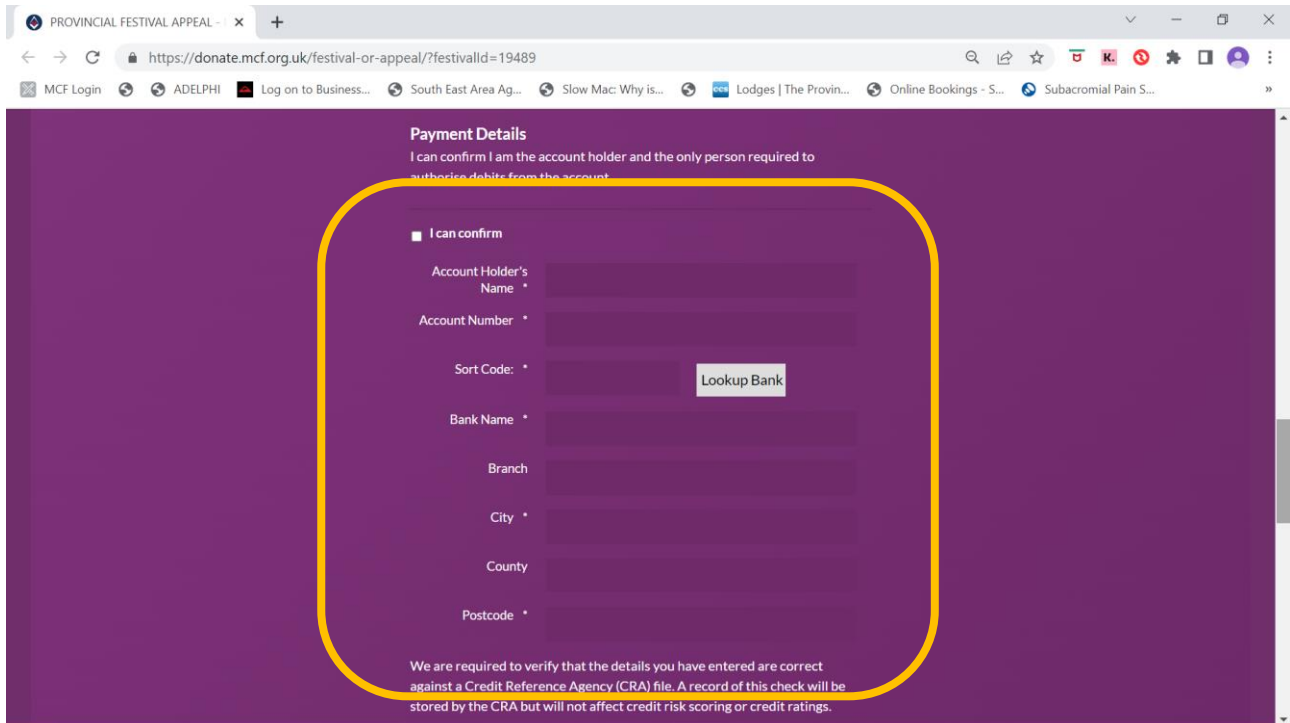
2. Scroll down the page and select the amount you want to give and the length of the RPP. Click on [Other] to set your own amount

The screenshot shows a web browser window with the URL <https://donate.mcf.org.uk/festival-or-appeal/?festivalId=19489>. The page has a purple background. Two sections are highlighted with yellow rounded rectangles. The first section, titled "Select an amount", contains five buttons: £10, £25, £35, £45, and "Other". Below these buttons is a text input field labeled "Enter amount". The second section, titled "Occurrence", contains four buttons: "Monthly", "Quarterly", "6 Monthly", and "Annually". Below these buttons is a "Start Date:" label with a "Select date" dropdown menu. Underneath is a "Term:" label followed by a grid of buttons for durations: 3 years, 4 years, 5 years, 6 years, 7 years, 8 years, 9 years, 10 years, and Indefinitely.

3. Scroll down again to enter your Personal details and the lodge Number and Name to whose honorifics you want to your RPP to be credited

The screenshot shows the same web browser window as above, but scrolled down to the "Personal details" section, which is highlighted with a yellow rounded rectangle. The section contains several form fields: "Name" with sub-fields for Title, First, and Last; "Email"; "Contact Number"; "Postcode" with a "Lookup" button; "Select your address" with a dropdown menu labeled "Enter your postcode above"; "Address" with sub-fields for Street Address, Address Line 2, City, and County / State / Region; and "Postcode". At the bottom of the section are two more fields: "Your Lodge/Chapter number" and "Your Lodge/Chapter name". A small "Data Protection Privacy Notice" link is visible at the very bottom of the form area.

#### 4. Scroll down again to enter your bank details



PROVINCIAL FESTIVAL APPEAL - x +

https://donate.mcf.org.uk/festival-or-appeal/?festivalId=19489

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### Payment Details

I can confirm I am the account holder and the only person required to authorise debits from the account

I can confirm

Account Holder's Name \*

Account Number \*

Sort Code: \*

Bank Name \*

Branch

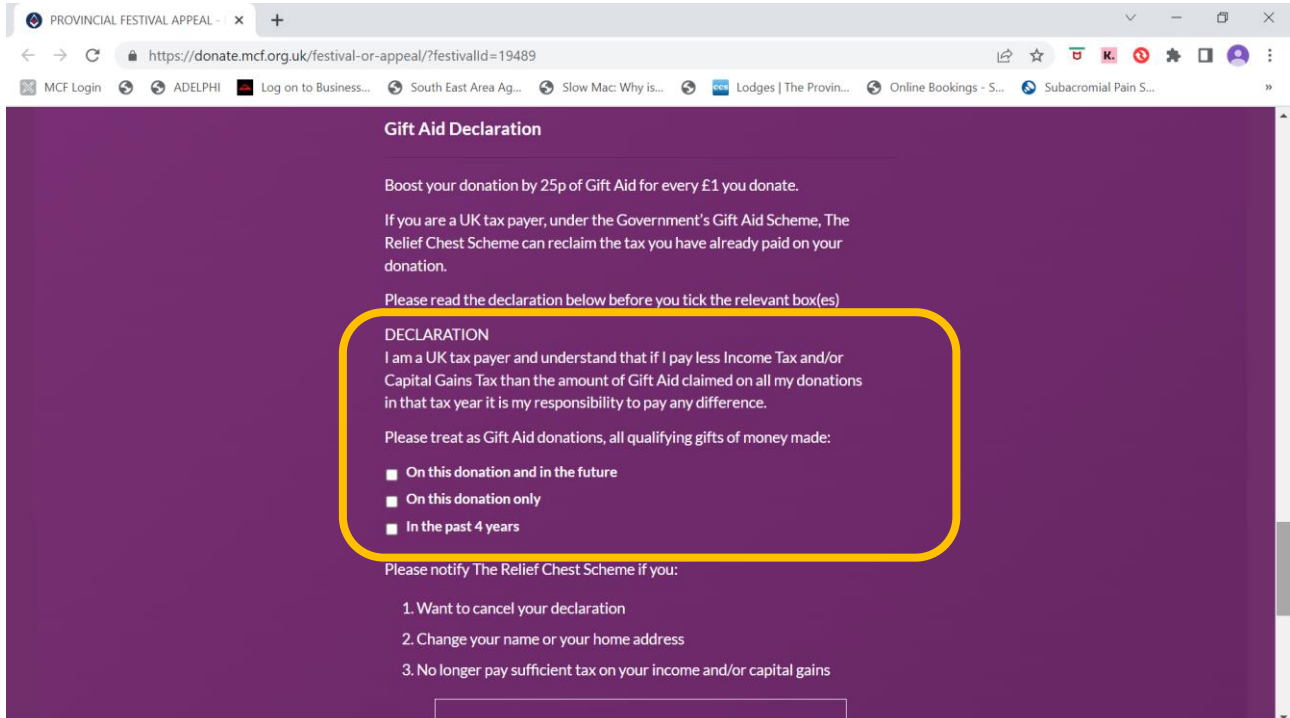
City \*

County

Postcode \*

We are required to verify that the details you have entered are correct against a Credit Reference Agency (CRA) file. A record of this check will be stored by the CRA but will not affect credit risk scoring or credit ratings.

#### 5. Scroll down and complete the Gift Aid Declaration (if you are a qualifying UK Taxpayer)



PROVINCIAL FESTIVAL APPEAL - x +

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### Gift Aid Declaration

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 can reclaim the tax you have already paid on your donation.

Please read the declaration below before you tick the relevant box(es)

**DECLARATION**

I am a UK tax payer 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.

Please treat as Gift Aid donations, all qualifying gifts of money made:

On this donation and in the future

On this donation only

In the past 4 years

Please notify The Relief Chest Scheme if you:

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

## 6. Complete the RPP by clicking on [GIVE YOUR DONATION]

