



## **MCF 2027 FESTIVAL TOOLKIT**

### **TK07 - HOW TO MAKE A SINGLE DONATION WITH A PAPER FORM**

There are three ways for an individual to make a single donation depending upon how the payment will be made



- Cash
- Cheque
- Credit Card

#### **Making A Donation By Cash**

The only way to do this is using a Gift Aid Envelope which can be obtained from your lodge Charity Steward who can also advise you on how to complete it if required

## Making A Donation By Cheque

This is done using the form "Single Donation Form" which can be found at <https://fundraising.mcf.org.uk/Festival-MCF2027/>

 **Single Donation Form**   
**Hampshire & Isle of Wight 2027 Festival**

This form is for personal donations only

**Personal Details**

First name

Last name

Address

Postcode

**Donation Details**

I enclose:  a cheque  a charity voucher (e.g. CAF/KKL)

Donation amount £

Lodge/Chapter name

Lodge/Chapter no.  Relief Chest No. **MCF2027**

**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 (The Grand Charity Registered Charity Number 261942) 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.*


Please read the declaration below before you tick the relevant box(es) and date the form.

I am a UK taxpayer 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 only  in the future  in the past 4 years

If you do **not** wish for tax to be reclaimed, please tick here:

Signature  Date

 Please notify us if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.  
send this completed form to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ Tel: 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.mcfreliefchestprivacypolicy](http://www.mcfreliefchestprivacypolicy)

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Please complete the relevant sections of the form making sure that if you are a UK Taxpayer you indicate that Gift Aid Tax Relief can be reclaimed

Please make sure the cheque is made payable to "THE RELIEF CHEST SCHEME" or the MCF will be unable to cash the cheque and it will be returned to you. Payment can be made by BACS transfer to the following account:

Account Name: Relief Chest Scheme  
Account number: 02585235  
Sort code: 18-00-02  
Ref: MCF2027/Lnnnn + GAE collection or Lodge Donation etc

A scanned copy of the form can be sent to [reliefchest@mcf.org.uk](mailto:reliefchest@mcf.org.uk)



The form (and the cheque) should be posted to the MCF at the following address

**Relief Chest Scheme,  
Masonic Charitable Foundation,  
60 Great Queen Street,  
London  
WC2B 5AZ**

### Making A Donation By Credit Card

This is done using the form "Credit Card Donation Form Mar2021" shown below

This can be found on the webpage <https://fundraising.mcf.org.uk/Festival-MCF2027/>

 **Credit/Debit Card Donation Form**   
**Hampshire & Isle of Wight 2027 Festival**

We accept donations by Mastercard, Visa, Visa Debit and Maestro

**Card Details**

Name as on card

Card no.  Expiry Date (MMYY)

CV2 no.  Start Date (MMYY)  Issue no.

**Donation Details**

Donation amount £  Relief Chest no. **MCF2027**

Lodge/Chapter name

Lodge/Chapter no.

Signature

**Personal Details**

First Name(s)

Surname

Address

Postcode

**Gift Aid Declaration**


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If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme (The Grand Charity, Registered Charity Number 261942) 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.

**Please read the declaration below before you tick the relevant box(es) and date the form.**  
I am a UK taxpayer 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 only  in the future  in the past 4 years

If you do **NOT** wish for tax to be reclaimed, please tick here  Date

Please notify us if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

 Send this completed form to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ Tel: 020 3146 3352 Email: [reliefchest@mcf.org.uk](mailto:reliefchest@mcf.org.uk)

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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.mcfreliefchest/privacypolicy](http://www.mcfreliefchest/privacypolicy)



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A scanned copy of the form can be sent to [reliefchest@mcf.org.uk](mailto:reliefchest@mcf.org.uk) or alternatively the form should be posted to the MCF at the following address

***Relief Chest Scheme,  
Masonic Charitable Foundation,  
60 Great Queen Street,  
London  
WC2B 5AZ***