



# Completion Guide

to

## Completing the Misc-Payment-Form

This guide shows how to use / complete the Misc-Payment-Form for Groups, Lodges and Chapters and Society's.

Note:



1. Please ensure if you want a receipt for the donation you tick the tick box for the donor to receive a receipt.
2. This form is to be sent to: Relief Chest Scheme, The Freemasons' Grand Charity, 60 Great Queen Street, London. WC2B 5AZ.

When completing the "Donation amount" section remember to complete the date of the donation as well as the amount of your donation.

When completing the "Description of the donation" section, ensure you give:

1. The name of the Group, Lodge, Chapter or Society.
2. The number of Lodge or Chapter
3. The method of raising the donation (Raffle, collection, alms etc.)

When you have completed the form remember to tick the tick box if you want to receive a receipt for the donation

<b>Miscellaneous Payment Form</b>			
Please do <b>NOT</b> use this form for personal donations			
<b>Relief Chest Details</b>			
Relief Chest name	Province of West Lancashire MCF 2021 Festival		
Relief Chest no.	FEST2021		
<b>Donation Details</b>			
Please ensure all cheques are made payable to "The Freemasons' Grand Charity".			
Donation amount: £		Date	
Description of donation (e.g. raffle collection, alms; for festival donations please enter Lodge name and number)			
<b>Receipt Details</b>			
Please tick if a receipt is required <input type="checkbox"/> Please note that receipts can only be issued to the Relief Chest Representative.			
Please send completed form and donation to: Relief Chest Scheme, The Freemasons' Grand Charity, 60 Great Queen Street, WC2B 5AZ			
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Relief Chest Scheme, The Freemasons' Grand Charity, 60 Great Queen Street, London. WC2B 5AZ.