



Completion Guide  
to  
Completing the White Envelope Verification Form

# White Envelope Verification Form



This guide shows how to use / complete the White Envelope Verification Form.

Note:

The White Envelope Verification Form **MUST** be sent with the white envelope slips and cheque payable to The Freemasons Grand Charity in the Pre Paid Envelope.

When completing the form it is in three parts the first section requires the name and address of the person sending the white envelopes and cheque to The Freemasons Grand Charity in the Pre Paid Envelope.

1. The first name of the person sending the white envelopes and cheque.
2. The surname name of the person sending the white envelopes and cheque.
3. The address of the person sending the white envelopes and cheque.
4. The post code of the person sending the white envelopes and cheque.

**Envelope Verification Schedule**

Relief Chest Scheme

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

The second section requires the Lodge number and details of the white envelopes and cheque total being sent to The Freemasons Grand Charity in the Pre Paid Envelope.

1. The number of Lodge or Chapter.
2. The number of the white envelope slips.
3. The total amount of Gift Aid white envelope donations £.
4. The total amount of Non Gift Aid white envelope donations £.

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Second section continued.

5. The total amount of all white envelope donations £.
6. The total amount of the Cheque £ enclosed in the Pre Paid Envelope.

Note:

The cheque **MUST** be payable to The Freemasons Grand Charity.

Relief Chest name	PROVINCE OF WEST LANCASHIRE MCF 2021 FESTIVAL										
Lodge/Chapter no.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Relief Chest no.	FEST 2021			
No. of envelope slips	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total amount of GAE donations £	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Total amount of non Gift Aided donations £	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Total amount of all donations £	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Total amount of cheque £	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Please make all cheques payable to The Freemasons Grand Charity</b>											

The third section requires the signature of the person sending the white envelopes and cheque and the date the validation form was signed.

1. The signature of the person sending the white envelopes and cheque.
2. The date the validation form was signed.

Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please forward the completed schedule, all completed GAE slips and the cheque to:										
Relief Chest Scheme Masonic Charitable Foundation 60 Great Queen Street London WC2B 5AZ Tel: 020 3146 3333										
MAR17										
	<small>On 1 April 2016, the Relief Chest Scheme of The Grand Charity (Registered Charity Number 281942) became part of the Masonic Charitable Foundation, a new charity for Freemasons, for families, for everyone. Please visit <a href="http://mcf.org.uk">mcf.org.uk</a> for further information.</small>									
<small>0 1 1 3 4 0 0 1</small>										

When you have completed the form it should be sent with the white envelope slips and cheque to: Relief Chest Scheme, The Freemasons' Grand Charity, 60 Great Queen Street, London. WC2B 5AZ in the Pre Paid Envelope.