



Completion Guide

to

Completing the 2021 MCF White Envelope

White Envelope Scheme



This guide shows how to use / complete the white envelopes for Lodge and Chapter members giving at meetings.

Note: The white envelopes will replace the WLFC envelopes for the duration of the MCF 2021 Festival

The front of the envelope has the Relief Chest details.



The back of the envelope is used to record details of the donor and his donation amount.

White Envelope Scheme



Carefully read the Gift Aid declaration on the back of the flap before you tick the “Gift Aid” box.

Gift Aid

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 of The Freemasons' Grand Charity (Registered Charity No.281942) 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

Declaration

I am a UK taxpayer and understand that if I pay less 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.

In order to Gift Aid your donation you must tick the relevant box(es) overleaf

Please notify us if you:

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

Complete the detachable back flap.

Do not forget to put your Lodge or Chapter number in the correct box.

Carefully remove the flap along the perforations, and place it in the envelope along with your donation.

Important Notes

The donor must write their first name in full, surname, house name or number, post code and date as well as tick the Gift Aid Declaration box(es), or we will not be able to reclaim tax.

Please read the declaration on the reverse of the detachable slip before ticking the relevant box(es).

Higher rate tax payers.
If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

For further information on Gift Aid please visit www.hmrc.gov.uk

Enduring Declarations.
Donors who have previously completed a valid Gift Aid Declaration do not need to tick the declaration box(es) overleaf, but need to provide the following information; their first name in full, surname, house name or number and post code. This is in order for us to identify the donor accurately on our databases.

DATA PROTECTION ACT (1998)
We will treat your personal information as private and confidential. Your details will be stored by the Relief Chest Scheme to process your donation in accordance with the Data Protection Act 1998. In order to provide reports on appeals and festival honorifics, your details may be shared with the relevant Relief Chest Representatives and or Provinces.