

# Completing a Gift Aid Envelope



Please remember to complete **all** steps to ensure your gift reaches it's maximum potential.

**1.** Write your full name and address including post code

**Thank You**

Please complete this slip in BLOCK capitals and place in the envelope with your donation

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First Name in full  
M A R K

Surname  
M A S O N

House Name or No. 60 GREAT QUEEN STREET

Address LONDON

Post Code WC2B 5AZ      Donation £  -

Lodge or Chapter No. L1234      Relief Chest No. L1234

Date 01 / 01 / 2014

THE FREEMASONS' GRAND CHARITY  
Registered Charity No. 281942

3007080052012

Please read the notes overleaf before you tick the relevant box(es)  
Please treat  as Gift Aid donations all qualifying gifts of money made:  
on this donation only  on this donation and in the future

**2.** Enter your Lodge/Chapter number

**3.** Remember to write the date and amount of your donation

**4.** If you are a UK tax payer and wish to Gift Aid your donation (making it worth 25% more), please read the **declaration** on the back of the slip and **TICK** the applicable box

**Notes on Gift Aid Declaration**

If you are a UK tax payer, under the Government's Gift Aid scheme The Freemasons' Grand Charity can reclaim the tax you have already paid on your donation and add it to the value of your gift. 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 The Freemasons' Grand Charity will not be able to reclaim tax.  
Please read the declaration on the reverse of the detachable slip before ticking the relevant box(es).

**Declaration**

I confirm by ticking overleaf that I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities and Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand The Freemasons' Grand Charity will reclaim 25p of tax on every £1 that I have given.

**Please notify The Freemasons' Grand Charity 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.

between the basic rate and  
need to tick the declaration  
just write their first name in full,  
Freemasons' Grand Charity to

*giftaid it*

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**5.** Tear off the slip and pop it in the envelope with your donation



**Thank you for your generosity**