



# PROVINCE OF HAMPSHIRE & ISLE OF WIGHT 2016 FESTIVAL FOR THE ROYAL MASONIC TRUST FOR GIRLS AND BOYS



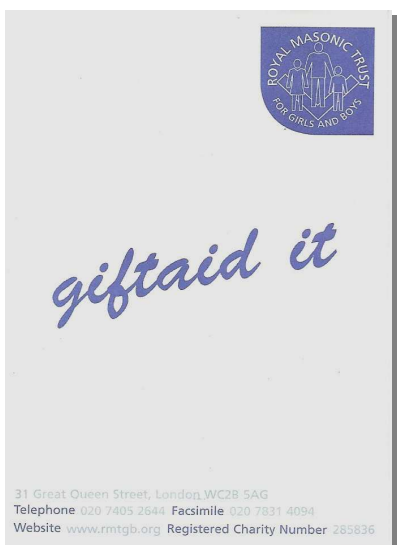
## The Gift Aid Envelope Scheme

### Step-by-Step Instructions

1. Taxpayers and non-taxpayers may donate by this method by completing the personal details on the back of the envelope and putting in cash or cheque. If cheque, this must be made payable to the Lodge etc. If non-taxpayer write "NTP" on the front of the envelope.
2. Charity Steward and/or Treasurer open and count the contents from each envelope (*preferably, two people together*) **entering the amount on the back of the envelope in the top right hand corner.**
3. Money is banked into the Lodge etc bank account and the "ENVELOPE/DONOR VERIFICATION FORM" below must then be completed. (*There is no requirement to list, name or prepare a separate schedule of individual envelopes as the Trust will do so*)
4. Lodge etc draws a cheque (made payable to the "Royal Masonic Trust for Girls and Boys") on the appropriate Lodge etc bank account for the total amount.
5. The cheque PLUS "Envelope Verification Form" PLUS ALL the opened envelopes should then be forwarded by post to:-

**Sue George, Royal Masonic Trust for Girls and Boys, Freemasons' Hall, 60 Great Queen Street, London, WC2B 5AZ.**

The Royal Masonic Trust for Girls and Boys will claim the Gift Aid on behalf of the Lodge and credit the amount to the Lodge's fundraising total for the 2016 Festival.



*Thank you  
for your generosity*  
Please remember to notify the Trust of  
any change in your circumstances

**GIFT AID DECLARATION**  
To be completed by tax payers only - you must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax we reclaim on your donations in the tax year (currently 28p in every £1.00)

Please use **BLOCK CAPITALS**

FULL NAME .....

HOME ADDRESS .....

POST CODE .....

LODGE NAME & No .....

I am a taxpayer and would like the  
Royal Masonic Trust for Girls and Boys  
to reclaim the tax on the enclosed donation

← Enter amount here



**PROVINCE OF HAMPSHIRE & ISLE OF WIGHT  
2016 FESTIVAL FOR THE ROYAL MASONIC  
TRUST FOR GIRLS AND BOYS**  
Registered Charity No. 285836



Freemasons' Hall, 60 Great Queen Street, London, WC2B 5AZ

**The Gift Aid Envelope Scheme**

**ENVELOPE/DONOR VERIFICATION SCHEDULE**

LODGE ETC NAME \_\_\_\_\_

LODGE ETC No \_\_\_\_\_

**DETAILS OF PERSON SUBMITTING CHEQUE AND ENVELOPES:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_ TEL No \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

NUMBER OF ENVELOPES

**CHEQUE DETAILS:**

ACCOUNT NAME \_\_\_\_\_

DATE OF CHEQUE \_\_\_\_\_ CHEQUE NO: \_\_\_\_\_

**Please ensure that the cheque is made payable to the "Royal Masonic Trust for Girls and Boys"**

I hereby confirm that the enclosed cheque in the sum of £..... has been drawn in respect of cash/cheque donations received by this Lodge etc in the enclosed envelopes for onward transmission to the Royal Masonic Trust for Girls and Boys.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_ OFFICE IN LODGE etc \_\_\_\_\_

**PLEASE ENSURE THAT THIS SCHEDULE IS COMPLETED FULLY. THEN SEND THE COMPLETED SCHEDULE, THE CHEQUE AND ALL EMPTY ENVELOPES TO:**

**SUE GEORGE, ROYAL MASONIC TRUST FOR GIRLS AND BOYS,  
FREEMASONS' HALL, 60 GREAT QUEEN STREET, LONDON, WC2B 5AZ.**

**PLEASE INCLUDE ALL EMPTY ENVELOPES**