



60 Great Queen Street, London, WC2B 5AZ
Tel: 020 7404 1550 Fax: 020 7404 1544
Email: mail@msfund.org.uk Website: www.msfund.org.uk



Yorkshire North & East Ridings FESTIVAL 2018

February 2016

GUIDANCE NOTES

Part 1 – Please complete all details in BLOCK CAPITALS

Part 2 – Please complete the declaration if you are a UK tax payer and you 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 Gift Aid claimed on all of your donations for that tax year. We will reclaim 25p of tax for every £1 you give.

You must notify us if:

You want to cancel this declaration.

You change your name or home address.

You no longer pay sufficient tax on your income and/or capital gains.

If you do **not** pay an amount of Income Tax and/or Capital Gains Tax for each tax year at least equal to the tax that all the charities and CASCs that you donate to would reclaim on your gifts for that tax year, please do not complete the Gift Aid declaration.

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.

Part 3 – Please complete one or both sections according to whether you wish to make either a one-off donation or a regular payment - or both.

If you are forwarding a cheque that has not been drawn on your own bank account (you may have made a cash donation via your Lodge who have issued a cheque on your behalf) then you **must** supply written notification from the account holder certifying that their cheque is in respect of a cash donation given to them, by you, for onward transmission to the Fund.

Part 4 – If you are making a regular payment please complete all details in BLOCK CAPITALS.

Data Protection Act (1998) - We will treat your personal information as private and confidential. Your details will be stored by the Masonic Samaritan Fund 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 Lodge Representatives and or Province.

PLEASE RETURN THE COMPLETED DONATION FORM TO MSF AND **NOT** TO YOUR BANK

giftaid it

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

Part 1 - Donor Details:

Title:..... Forename(s):..... Surname:.....
Address:.....
.....
Post Code:..... Contact Telephone Number:.....
Email Address:.....
Lodge Name:..... Lodge Number:.....

Part 2 – Gift Aid Declaration:

I would like the Masonic Samaritan Fund to treat all my donations made on or after the date of this declaration as Gift Aid donations.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all of my donations in that tax year it is my responsibility to pay any difference.

I undertake to notify the Fund if I want to cancel this declaration, change my name or home address or no longer pay sufficient tax on my income and/or capital gains.

giftaid it

Signature:..... Date:.....

Part 3 – Donation:

I enclose my cheque in the sum of £..... as a one-off donation to the MSF

And/or

I promise to pay the MSF the sum of £..... every month/year (delete as appropriate) for years. Payments to start on.....

Part 4 – Bankers Order:

To the Manager:Bank/Building Society
Address:Post Code.....
Sort Code:-.....-..... Account Number:
Account Holder:

Please pay the sum of £.....monthly/yearly (delete as appropriate) for years
To the account of the Masonic Samaritan Fund (A/c No 26690055) at National Westminster Bank plc,
Bloomsbury Parr's Branch (60-30-06), 214 High Holborn, London WC1V 7BX.

Payments to start on:Final payment to be made on:.....

Signature: Date:

Reference to be quoted by paying Bank: (MSF to complete):

PLEASE RETURN ALL PARTS OF THIS FORM TO MSF