



# Notes

## Gift Aid declaration

- Only UK taxpayers should complete and sign the Gift Aid declaration.
- Please ensure your declaration is dated.
- By signing the Gift Aid declaration, you agree to the following:

*I want to Gift Aid my donation and any donations I make in the future or have made in the past four years to the Royal Masonic Trust for Girls and Boys. I am a UK tax payer and understand that if I pay less Income 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.*

*I understand that other taxes such as VAT and Council Tax do not qualify and the charity will reclaim 25p of tax on every £1 that I have given.*

*I will notify you should I choose to cancel this declaration; change my name or home address; or if I no longer pay sufficient tax on my income and/or capital gains.*

## Single donations

- You can use this form to make a single donation by cheque.
- Once signed we do not need another form to reclaim Gift Aid on subsequent donations. When making subsequent single donations, however, please continue to provide us with your contact details as well as your Lodge name and number.
- When using this form to make a single donation please enclose a cheque made payable to 'Royal Masonic Trust for Girls and Boys' or 'RMTGB'.
- Please **do not** send cash via post.

## Non-taxpayers

- Non-taxpayers may use this form for donations, but write 'Non Tax Payer' in the Gift Aid declaration section.

## Higher and additional rate taxpayers

- 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.

## Receipts

- If you donate to the Royal Masonic Trust for Girls and Boys by standing order, you will receive an initial acknowledgement of your undertaking. At the end of each tax year a personal statement is available on request.
- Receipts will continue to be provided for all single donations. If you make a donation and subsequently complete a Gift Aid declaration, no further receipt will be issued in respect of any tax reclaimed. These amounts will, however, be reflected in your personal statement.

## Where to send this form

- Please send the completed form to Royal Masonic Trust for Girls and Boys, 60 Great Queen Street, London WC2B 5AZ.
- Please **do not** detach the standing order form, we will forward this form to your bank to establish your payment.

## Data Protection

- Your information will be stored and processed in accordance with the Data Protection Act 1998. From 1 April 2016, the Masonic Charitable Foundation will be responsible for processing your personal data on behalf of the RMTGB. The ways in which your data will be used will not change. For full details of the Foundation's privacy policy please visit: [www.mcf.org.uk/privacy](http://www.mcf.org.uk/privacy)

## Further information

- If you have any questions about Gift Aid or would like further information about donating to the Royal Masonic Trust for Girls and Boys, please contact the Festivals and Donations Department on 020 3146 3333, email [donations@mcf.org.uk](mailto:donations@mcf.org.uk) or visit [www.mcf.org.uk](http://www.mcf.org.uk)



### Royal Masonic Trust for Girls and Boys

60 Great Queen Street, London WC2B 5AZ

Tel: 020 3146 3333

Email: [donations@mcf.org.uk](mailto:donations@mcf.org.uk)

Web: [www.mcf.org.uk](http://www.mcf.org.uk)

Registered Charity Number: 285836