



Province of Hampshire and Isle of Wight 2016 Festival

SINGLE DONATIONS FORM AND DECLARATION

This Form is for **Single Donations** by individuals and by Lodges, Chapters and other Orders. Where the donation is by an individual the donor should complete and sign the Form. Where the donation is by a Lodge or other Order or organisation it should be completed and signed by an authorised person on that organisation's behalf.

Single Festival Donation

Please enter amount below and then tick Box A or Box B as applicable.

I enclose a cheque payable to Royal Masonic Trust for Girls and Boys for the sum indicated below:-

AMOUNT £ Sum in words

Box A

Donation by Individual

Box B

Donation by Lodge or other Order or Organisation. Office held:

Details of person completing this Form

Title		Forenames		Surname	
Home Address					Postcode
Contact Telephone No			Email address		
Lodge or other Order Name				Lodge or other Order Number	
Signature of person named above				Date:	

GIFT AID

If the donor is a UK tax payer, under the Government's Gift Aid scheme the Royal Masonic Trust for Girls and Boys can reclaim tax. Either tick Box 1 immediately below if you are completing this Form on behalf of a Lodge, Chapter or other Order and/or you are NOT a UK Tax payer and/or do NOT wish tax to be reclaimed on your donations OR ALTERNATIVELY, if you ARE a UK tax payer and wish tax to be reclaimed on your donations, ignore Box 1, complete the Gift Aid Declaration below it and tick Box 2.

Box 1 I am completing this Form on behalf of a Lodge or other Order/Organisation and/or I am NOT a UK tax payer and/or I do NOT wish the Royal Masonic Trust for Girls and Boys to reclaim tax on my donations. If you have ticked Box 1 do NOT complete the Gift Aid Declaration below.

GIFT AID DECLARATION

PLEASE SEE IMPORTANT NOTES OVERLEAF

Only tick Box 2 below, complete and sign this section of the Form if you ARE a UK tax payer AND if you wish tax to be reclaimed on your gift

Box 2 Please treat this gift of money, all gifts of money I have made in the past four * years and all future gifts of money I make from the date of this declaration, as Gift Aid Donations. (* See Note 5.8 overpage)

Please notify the Royal Masonic Trust for Girls and Boys if you a) want to cancel this declaration, b) change your name and/or address and/or c) no longer pay an amount of income tax and/or capital gains tax at least equal to the tax the Trust reclaims on your donations

Signature of taxpayer named above Date:

RMTGB Ref No

NOTES

- 1 This Festival Donations Form and Declaration may be used by Individuals, Lodges and other Orders and organisations for SINGLE donations ONLY. A separate Form is available for Regular donations via Bankers Order.
- 2 Please DO NOT use this Form when sending Gift Aid Envelopes to the Trust, instead use the Envelope Verification Form and send cheque and empty envelopes direct to the Trust.
- 3 The completed Form should be sent to the Royal Masonic Trust for Girls and Boys at 60 Great Queen Street London WC2B 5AZ who will issue a receipt for the sum donated.
- 4 Details of your donations and RMTGB status will be stored and processed by the Trust in accordance with the Data Protection Act 1998. Donor details will only be shared with Relevant Bodies connected with the Masonic Charities Festival system
- 5 Gift Aid Notes
 - 5.1 The revised Gift Aid system took effect from 6 April 2000.
 - 5.2 Only UK residents (including members of UK Armed Forces and Crown Servants) who are taxpayers should complete the Gift Aid Declaration Section of the Form
 - 5.3 A Gift Aid Declaration may be made to accompany a single gift or a fixed sum monthly or annually typically over a period of years (see alternative Form)
 - 5.4 When payments are made to the Trust, income tax is added thereto at the basic rate and the Trust is subsequently able to obtain a refund of this tax from HMRC.
 - 5.5 By making a Gift Aid Declaration you are confirming that **a)** you are a UK resident taxpayer who pays an amount of Income Tax and/or Capital Gains Tax at least equal to the amount the Trust may reclaim on your donation(s), **b)** you undertake to notify the Trust if you no longer pay Income Tax and/or Capital Gains Tax at least equal to the tax we may reclaim on your donation(s), **c)** that you will notify the Trust of any change in your name and address and **d)** that if you have ticked Box 2 in the Gift Aid **Declaration** Section, you want the Trust to reclaim the tax on all donations during the current tax year and the 6 tax years prior to the date of this Declaration.
 - 5.6 If you elect to donate to the Trust under the Gift Aid Scheme by regular Bankers Order using the alternative Form you will receive an initial acknowledgement of your undertaking and thereafter a personal statement at the completion of each tax year.
 - 5.7 Higher rate taxpayers may nominate the RMTGB to receive any additional tax relief due by entering the unique code VAE64YG when completing their Tax Return.
 - 5.8 Until 31 March 2010 claims by Charities for refund of tax on donations may be made up to 6 years after the end of the accounting period to which the claim relates. After 31 March 2010 this period is reduced to 4 years.