



Donating from a Lodge/Chapter Relief Chest

Funds held in a Relief Chest can be transferred to a Festival Relief Chest. Transfer can be made using a Green form or e-voucher. The transfer amount can be allocated to the individual members for honorific purposes. Only complete a Transfer Allocation form if the donation amount is to be allocated to members.

Green Form

- Write **Somerset 2031 Festival** as the charity name
- Write **E2031** as the registered charity number
- add amount in numbers and words
- sign the form (Relief Chest representative + another officer)
- post the green form to Relief Chest Scheme
- enclose a transfer allocation form if applicable

e-Voucher

- visit <https://mcf.org.uk/support-our-work/relief-chest/e-voucher-service/>
- Click on Request a Payment
- Register (your name and email address)
- Confirm registration (via email)
- start new voucher
- add payment details
 - Name:** Somerset 2031 Festival
 - Relief Chest Number:** E2031
 - Amount:** £0.00
- add second signatory details
- submit the voucher

If the donation to be allocated to individuals for honorific purposes, complete the transfer allocation form separately and return to the Relief Chest Scheme.

E-voucher service

Our E-voucher service allows Relief Chest holders to request payments to charities online.

Request a payment in three easy steps

1. Find your Relief Chest
2. Choose your charity and donation amount
3. Confirm and approve

[REQUEST A PAYMENT](#)

Please note, as per the rules of the scheme, green forms are only issued to the listed Relief Chest representative of the Lodge/Chapter Relief Chest. If you require a supply of Green forms please contact the Relief Chest Scheme office. Similarly, to register for the e-voucher service, you must be the listed Relief Chest representative.

Completing a Relief Chest Transfer Allocation Form




The Relief Chest Transfer Allocation form is to be used with a Green or e-voucher when transferring funds from a Lodge/Chapter Relief Chest to a Festival Relief Chest if the funds are to be allocated to individuals for honorific purposes.

Write the corresponding Voucher number.


Complete the full name, house number and post code of each member to be allocated.

Remember to fill in how much each member is to be credited.

 **Relief Chest Transfer Allocation Form**
Use this form to allocate funds transferred to individual donor

Voucher No Relief Chest No

	First Name	Surname	House Name/No.	Post Code				Amount (£)
				A	B	2	3	D
1	John	Smith	123					30.00
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total of Individual Donations								£
Lodge/Chapter Donation								£
Total to be transferred (please ensure this matches the total on the voucher):								£

 Please send this form with the completed voucher to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London, WC2B 5AZ. Telephone 020 3146 3352. Email: reliefchest@mcf.org.uk

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Print off any additional pages needed.

If part of the transfer is a Lodge/Chapter donation, enter it here.

Write the total amount to be allocated. This should match the amount to be transferred on the Green Voucher.

Page (... of ...)

	First Name	Surname	House Name/No.	Post Code				Amount (£)
				A	B	2	3	D
1								
2								
3								
4								
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20								
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Relief Chest Transfer Allocation Form

Somerset 2031 Festival



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Voucher No

Relief Chest No

	First Name	Surname	House Name/No.	Post Code								Amount (£)
1	John	Smith	123	A	B	1	2		3	C	D	30.00
2												
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6												
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Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice

The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and sharing personal information as set out in our Privacy Policy is based on the legitimate interest of the Relief Chest Scheme.

To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit www.mcf/reliefchest/privacypolicy



	First Name	Surname	House Name/No.	Post Code				Amount (£)	
1									
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<https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/>