

# The 157th Mark Benevolent Fund Annual Festival 2025 Oxfordshire



## **Transferring funds from a Relief Chest**

Funds held in a Relief Chest can be transfered 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 PGL of Mark Master Masons of Oxfordshire as the charity name
- Write MMM2030 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

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### 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: PGL of Mark Master Masons of Oxfordshire Number: MMM2030 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**

pur 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 hoose 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.



Once completed, please send the Green Voucher and Transfer allocation form to: eroundation Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London, WC2B 5AZ or Freemasons, for families, for everyone Tel: 020 3146 3352 Email:reliefchest@mcf.org.uk