

Cheque Submission Summary - Returning your fundraising cheques by post

After your event is complete and you have collected all cheques, you should post them to us. If you receive additional donations after your event has finished, you can still send these to us.

- Please ensure that all cheques are made payable to 'The Mountain Way'
- Please write your name and the name of your event on the back of each cheque.
- Please include the 'Cheque Donation Form' used during the event
- You can make copies of the following for your records:
 - The Event's Cheque Donation Form
 - Photocopies of the cheques if you wish to
 - Copy of this completed form
- Print this form and complete your details and information below:

First Name _____

Last Name _____

Address _____

Postcode _____

Email _____

Name of your Event _____

Number of cheques enclosed _____

Total value of all cheques enclosed **£** _____

Please check you have done the following:

- _____ Ensured all cheques are made payable to 'The Mountain Way'
- _____ Enclosed all cheques
- _____ Ensured that Gift Aid declarations have been recorded if desired by the donor
- _____ Enclosed the Event Cheque Donation Form along with this form

Signed:

Please send the cheques, Event Donation Form and this form to:

The Treasurer, The Mountain Way Charity, 1 Lime View, Victoria Park, Newbury, RG14 1EL

Many thanks.