REGISTERING AS A CHARITY WITH HMRC

HMRC Charities helpline: 0300 123 1073

Sections in this document:
Page 1 ‘How to register with HMRC’ - describes the stages of completing the online registration
Page 4 ‘The questions about the charity – by section’ documents the questions and where there are common answers (i.e. regulator, governing documents, objectives) provides the answers
Page 7 ‘STEP BY STEP SCREENSHOTS’ – runs through screenshots of each step of the registration

How to register with HMRC
Once submitted it takes approximately 6 weeks for HMRC to process applications.

You will be saving as you enter information, so you can sign-out and return later to continue. Be aware, the information entered will only be saved for 28 days, after that it would need to be re-entered.

This is the webpage to register with HMRC:
Get recognition from HMRC for your charity - GOV.UK (www.gov.uk)

DO NOT ‘Check to see if you need to register with the Charity Commission’ as Parochial Church Council’s (PCC’s) with turnover under £100k are excepted charities under legislation.

On this webpage HMRC lists the information you need to have to hand when registering:

- **Charity Bank account details and financial accounts**
- **Officials’ details including dates of birth and National Insurance numbers**
  There must be at least 1 authorised official and 2 other officials.
  Authorised officials have the authority to deal with the charity’s tax affairs, make Gift Aid or other repayment claims and Gift Aid Small Donation Scheme (GASDS) claims. They can also sign and submit tax returns.
  Other officials are people in the charity who can tell HMRC about changes to the charity’s details, like the address or bank account. They will normally be the trustees or directors of the charity (if the charity is a company).
- **Registration number if registered with a regulator**
  If your parish is registered with the Charity Commission then use that number as the registration number, otherwise you can register as an Excepted charity under the Parochial Church Council’s measures 1956. The responses to the questions are provided in this document.
- **Charitable objectives (sometimes called purposes)** Suggested answers are provided in this document
- **Governing document** The responses to the questions are provided in this document
- **Government Gateway user ID and password – you can create an account when you register the charities details.** Please note, do not use a personal Government Gateway ID, register the charity separately.

Once you have clicked on the link above and selected ‘Start now’ you will be taken through screens to:

1. ‘Check if you can register as a charity’
   Questions asked
- Is the charity for charitable purposes only
- Does the charity have a UK bank, building society or credit union account
- Is the charity based in the UK

2. Sign in with your organisation’s Government Gateway user ID OR,
3. Select to ‘Create Sign in Details’
   Selecting to ‘Create Sign in Details’ will take you through screens to
   - Enter and confirm your email address
   - Give your name
   - Create a password

Once you have provided the sign in details you will receive a Government Gateway ID for the charity

**The next set of screens will capture information about your charity**

These are broken into sections:
1. The Charity’s contact details
2. Regulators and documents
3. Operations and funds
4. Officials and nominee
5. Confirm the declaration and **send the supporting documents**

Detailed questions and answers can be found under the heading below ‘The questions asked about the charity – by section’.

**At submission**
- When you submit your application you will receive a submission reference No. beginning 06100.
- You will also be asked to send in photocopies of various documents. We suggest a cover letter with links to the governing documents and legislation, as well as sending the first two pages of the documents.

Please **put your submission ref No. on top of each page you send**.

- **Copy of notification of registration from any regulators**
  - if registered with the Charities Commission the PCC registration number
  - If applying as an Exempted charity include:
    A copy of you Church Certificate from A Church Near You
    *A Church Near You*

    The steps are:
    - Search on the parish or church
    - Select the church
    - Click on ‘Visit Page’
    - Click on ‘More information’
    - Scroll to bottom of the screen
    - Click on ‘Download Certificate’

    Link to The Charities (Exception from Registration) (Amendment) Regulations 2021

- **Copies of bank statements**
- **Financial accounts**
- **Evidence of activities** (e.g. the webpage to your church’s website, church magazine or service sheets)

- **Governing document(s) and any proposal changes**
  - The webpage to Parochial Church Powers Measure 1956
  - The webpage to Parochial Church Powers Measure 1956 changes
Sometimes HMRC ask for a copy of the first two pages

- HMRC say to send by standard post, not by registered but do as you feel comfortable
- Keep a record of your submission receipt reference as you will need it if you contact HMRC about your application.

Following submission of the declaration:

- Charity officials will receive letters from HMRC to the home address advising they are on the application
- Within approximately 6 weeks the charity will receive a letter from HRMC confirming recognition of the charity, this will include
  - HMRC charity reference number
  - Unique Customer Account number
  - Business address postcode where the activation code will be sent

Enrol to claim Gift Aid online

Once registered you will need to enrol for Gift Aid online by:

- Log on using your Government Gateway ID
- Selecting ‘Add a tax, duty or scheme now’
- From the dropdown select ‘Charities – for Gift Aid repayment claims’
- Enter your charity reference number and unique customer account number (on the letter you received)
- Select ‘Request access’
- HMRC will post an activation code within 7 days

Activation

Once you receive the activation code:

- Log on using your Government Gateway ID
- Select the ‘access Charities’ link
- Enter your activation code
- Access is confirmed
- Gift aid claims can now be made

The questions about the charity – by section:
1. The Charity’s contact details

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
<td>Provide your charity’s name</td>
</tr>
<tr>
<td>Main phone number</td>
<td>Provide your charity’s details</td>
</tr>
<tr>
<td>Email address</td>
<td>Provide your charity’s details</td>
</tr>
<tr>
<td>Address</td>
<td>Provide your charity’s details</td>
</tr>
<tr>
<td>Send letters to this address</td>
<td>Select ‘Yes’ or ‘No’ as appropriate, if No follow the further screens to give postal address (e.g. Treasurer’s address rather than church).</td>
</tr>
</tbody>
</table>

2. Regulators and documents

Regulator information

- **If not registered with the Charity Commission** answer as below

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered with a Charity regulator</td>
<td>No</td>
</tr>
<tr>
<td>Reason for not registering</td>
<td>Select ‘Parochial Church Councils under gross income threshold’</td>
</tr>
</tbody>
</table>

- **If registered with the Charity Commission** answer as below, using your Charity Commission’s registration number

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered with a Charity regulator</td>
<td>Yes</td>
</tr>
<tr>
<td>The Charity’s regulators</td>
<td>Select ‘Charity Commission for England and Wales’</td>
</tr>
<tr>
<td>Charity Commission… registration number</td>
<td>Enter your charity’s registration number</td>
</tr>
</tbody>
</table>

**Governing document** – use the answers provided below

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Select ‘Other’</td>
</tr>
<tr>
<td>Effective date</td>
<td>5 July 1956</td>
</tr>
<tr>
<td>Approved by a regulator</td>
<td>Yes</td>
</tr>
<tr>
<td>Have sections and clauses changed</td>
<td>Yes</td>
</tr>
<tr>
<td>Sections and clauses that have been changed</td>
<td>Various changes to the legislation as documented on <a href="https://www.legislation.gov.uk">www.legislation.gov.uk</a></td>
</tr>
</tbody>
</table>

*Note: the screen won’t accept the links, enter ‘as found on legislation.gov.uk’ or something similar*
### 3. Operations and funds

#### Objectives and purposes

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charitable objectives</td>
<td>Promoting the whole mission of the Church and as part of this, promoting therein the Christian Faith, good community relations, care for all within the parish - especially the disadvantaged - welcoming of visitors, and responsible for the maintenance of a historic church.</td>
</tr>
<tr>
<td>Charity’s charitable purposes</td>
<td>Select ‘Religion’</td>
</tr>
<tr>
<td>How the charity benefits the public</td>
<td>Our fundraising and operational details are governed as set out in the Parochial Church Councils Measure 1956.</td>
</tr>
</tbody>
</table>

#### Fundraising and operations

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising methods</td>
<td>Select all that are relevant e.g Donations, Fundraising and Grants</td>
</tr>
<tr>
<td>Country of establishment</td>
<td>England</td>
</tr>
<tr>
<td>Operating locations</td>
<td>England</td>
</tr>
<tr>
<td>Financial accounts prepared</td>
<td>Select either ‘Yes’ or ‘No’ as appropriate</td>
</tr>
<tr>
<td>Estimated income for the current 12 months of operation</td>
<td>Enter £ value</td>
</tr>
<tr>
<td>Actual income so far</td>
<td>Enter £ value</td>
</tr>
<tr>
<td>Bank statements available for the last 3 months</td>
<td>Enter ‘Yes’ or ‘No’ as appropriate</td>
</tr>
<tr>
<td>Accounting period end date</td>
<td>Enter date (for most this will be 31 December)</td>
</tr>
</tbody>
</table>

#### Charity’s bank details

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account name</td>
<td>Enter the Charity’s details</td>
</tr>
<tr>
<td>Sort code</td>
<td>Enter the Charity’s details</td>
</tr>
<tr>
<td>Account number</td>
<td>Enter the Charity’s details</td>
</tr>
<tr>
<td>Financial accounts prepared</td>
<td>Select either ‘Yes’ or ‘No’ as appropriate</td>
</tr>
</tbody>
</table>

### 4. Officials and nominee
There must be **at least 1 authorised official and 2 other officials.**

- **Authorised officials** have the authority to deal with the charity’s tax affairs, make Gift Aid or other repayment claims and Gift Aid Small Donation Scheme (GASDS) claims. They can also sign and submit tax returns.
- **Other officials** are people in the charity who can tell HMRC about changes to the charity's details, like the address or bank account. They will normally be the trustees or directors of the charity (if the charity is a company).

### Officials
The questions for each official entered are:

<table>
<thead>
<tr>
<th>Question</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Main phone number</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>e.g. Treasurer, Gift Aid Administrator, Clergy</td>
</tr>
<tr>
<td>Has the official a National Insurance Number</td>
<td>If ‘Yes’ their National Insurance number is requested.</td>
</tr>
<tr>
<td></td>
<td>If ‘No’ their passport details are requested.</td>
</tr>
<tr>
<td>Home address</td>
<td></td>
</tr>
<tr>
<td>Has their address changed in the last 12 months</td>
<td></td>
</tr>
</tbody>
</table>

### Nominees
It is also possible to choose to enter a nominee. This is a person or an organisation from outside the charity who can submit Gift Aid or other tax repayment claims on the Charity’s behalf. They may also receive the repayments too.

<table>
<thead>
<tr>
<th>Question</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorise a nominee</td>
<td>Enter ‘Yes’ or ‘No’ as appropriate</td>
</tr>
<tr>
<td>If ‘Yes’ selected</td>
<td></td>
</tr>
<tr>
<td>Type of nominee</td>
<td>Select ‘Organisation’ or ‘Person’</td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Has their address changed in the last 12 months</td>
<td></td>
</tr>
<tr>
<td>Can receive payments on behalf of the charity</td>
<td></td>
</tr>
<tr>
<td>Authorised person’s details</td>
<td></td>
</tr>
<tr>
<td>Full name</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Has the authorised person a National Insurance Number</td>
<td>If ‘Yes’ their National Insurance number is requested.</td>
</tr>
<tr>
<td></td>
<td>If ‘No’ their passport details are requested.</td>
</tr>
</tbody>
</table>

5. **Confirm the declaration and send the supporting documents**

Follow the screen prompts. See also at submission on page 2 above.

**STEP BY STEP SCREENSHOTS**
Get recognition from HMRC for your charity

You can register your charity’s details with HM Revenue and Customs (HMRC) to get tax back on things like Gift Aid donations.

You can also continue with a previously saved application. Use form GhV1 if you’re already registered but want to change your details.

This guide is also available in Welsh (Cymraeg).

Before you start

Check if you need to register with the Charity Commission before registering with HMRC.

Register with HMRC

You’ll need your charity’s:

• bank account details and financial accounts
• officials’ details, including dates of birth and National Insurance numbers
• registration number if you’ve registered your charity with a regulator
• charitable objectives (sometimes called purposes)
• governing document (sometimes called a rulebook) - this explains how your charity is run
• Government Gateway user ID and password - you can create an account when you register your charity’s details

Start now
On selecting ‘Start Now’ the screens that follow check if you can register as a charity

Check if you can register the charity

Use this service to check if the charity can register for tax purposes.

Is the charity for charitable purposes only?

A charitable purpose is one that falls within one or more of 13 ‘descriptions of purposes’ listed in the Charities Act. For example, education, relief of poverty or religion. All charitable purposes benefit the public in some way.

Yes  No

Does the charity have a UK bank, building society or credit union account?

Yes  No
Is the charity based in the UK?

- Yes
- No

The charity is eligible for this service

Next you need to sign in using the charity’s Government Gateway ID. You can set up a new Government Gateway for the charity if you need to.

Continue
Sign in with your organisation’s Government Gateway user ID OR
Select to ‘Create Sign in Details’

Sign in using Government Gateway

Government Gateway user ID
This could be up to 13 characters.

Password

Sign in

New users of Government Gateway
Create sign in details

‘Create Sign in Details’

Enter your email address

This will only be used to send you security updates or if you need to recover your sign in details.

To confirm it is your email address we will send you a code:

Email address

Continue

Enter code to confirm your email address

We have sent a code to jemmrooney@disconnect.org
The code will expire in 30 minutes.

If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code
For example, ZNLCUK

I have not received the email

Confirm
Email address confirmed

This will enable us to help you get the most from this service.

Continue

What is your full name?

Continue

Create a password

Your password needs to be 10 or more characters. To help you create a long and strong password, the National Cyber Security Centre recommends using three random words.

You can use a mix of letters, numbers or symbols in these three words.

Password

Continue

Your Government Gateway user ID is:

574796

We have sent it to: dicant@diant.c.org

You will need your user ID and your password each time you sign in to Government Gateway.

Continue
Choose the type of account you need

- Individual
  Includes personal tax account, tax credits, Self Assessment and Child Benefit
- Organisation
  Includes limited companies, partnerships, charities, trusts and estates
- Agent
  Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

Continue

You need to set up additional security

This is to make sure only you can sign in.

Continue

How do you want to get access codes?

- Text message
  Get codes sent to a mobile phone.
- Voice call
  Get codes by automated message to a UK mobile or landline.
- Authenticator app for smartphone or tablet
  Get codes generated by an authenticator app on your mobile device such as a smartphone or tablet.

Continue

Are you adding a UK mobile number?

- Yes
- No

Continue
Enter a UK mobile phone number

We will send an access code to this mobile phone by text message.

UK mobile phone number

Choose a different way to get access codes

Send access code

Enter the access code

We have sent a 6 digit access code to +447860 123456.
It may take a few minutes to arrive.

If you have a UK mobile your 6-digit code will arrive from the phone number 60 551.

Access code

Problems with this code? Try another option

Continue

You’ve set up additional security

Every time you sign in we will request an access code.

If you’ve set up more than one security preference you’ll be able to choose how you get the access code.

Continue
Add information about the charity

The information you enter will be saved as you progress. If you close the page, the information you have already entered will be saved for 20 days. After that time you will need to enter all the information again.

1. The charity’s contact details
   - Enter the charity’s contact details: NOT STARTED

2. Regulators and documents
   - Enter regulator information: NOT STARTED
   - Enter governing document details: NOT STARTED

3. Operations and funds
   - Enter objectives and purposes: NOT STARTED
   - Enter fundraising and operations details: NOT STARTED
   - Enter bank details: CANNOT START YET

4. Officials and nominee
   - Enter details for authorised officials: NOT STARTED
   - Enter details for other officials: NOT STARTED
   - Enter details for nominee: NOT STARTED

5. Confirm the declaration and send the supporting documents
   - Confirm the declaration and send the supporting documents: CANNOT START YET
1. The charity's contact details

The charity’s contact details

You need to add the charity's:
- name and operating name
- address
- postal address

Continue

The charity’s name

Full name of the charity
As shown on the charity's governing document

Operating name of the charity (optional)
The working name or acronym by which the charity is known

Save and continue

The charity’s contact details

Main phone number

Alternative phone number (optional)

Email address

Save and continue
Select your country

Select country

Continue

What is the charity's address?

Postcode search

Charity's address does not have a UK postcode

Property name or number (optional)
For example, The M4E, 116 or Flat 37a

Find address

Confirm the charity's address

Confirm and continue
Can we send letters to this address?

Either select ‘Yes’ Or ‘No’ If ‘No’ work through the further screens to set up the charity’s postal address
2. Regulators and Governing documents

The charity’s regulators

You need to add the charity’s:

- regulators
- regulator registration numbers

Continue

Is the charity registered with a charity regulator?

A charity regulator helps give the public trust and confidence in charities. They are an independent organisation. For example, the Charity Commission for England and Wales.

- [ ] Yes
- [ ] No

Save and continue

Who are the charity’s regulators?

Select all that apply.

- [ ] Charity Commission for England and Wales
- [ ] Office of the Scottish Charity Regulator
- [ ] Charity Commission for Northern Ireland
- [ ] Other

Save and continue
Check the charity’s regulator details

<table>
<thead>
<tr>
<th>Registered with a charity regulator</th>
<th>Yes</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charity’s regulators</td>
<td>Charity Commission for England and Wales</td>
<td>Change</td>
</tr>
<tr>
<td>Charity Commission registration number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Screen shots if registering as an excepted charity

Is the charity registered with a charity regulator?

A charity regulator helps give the public trust and confidence in charities. They are independent organisations. For example, the Charity Commission in England and Wales.

- Yes
- No

Why has the charity not registered with a regulator?

- Established in England and/or Wales and under gross income threshold
- Exempt or excepted
- No regulator in country of establishment
- Part-time Church/Council under gross income threshold
- Uniformed youth groups
- Other

Submit and continue
Check the charity’s regulator details

<table>
<thead>
<tr>
<th>Registered with a charity regulator</th>
<th>No</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for not registering</td>
<td>Parish Church</td>
<td>Senate ex officio</td>
</tr>
<tr>
<td></td>
<td>Commissioner gross income threshold</td>
<td>House of Lords</td>
</tr>
</tbody>
</table>

Continue and continue

Screenshots relating to Governing documents

The charity’s governing document

You need to add the charity’s:

- governing document type
- governing document approval date

Continue

What governing document was used to set up and run the charity?

- Memorandum and articles of association
- Royal Charter
- Rules or constitution
- Trust deed
- Will
- Other

Save and continue
What is the name of the governing document that was used to set up and run the charity?

Parochial Church Councils Measure 1

Save and continue

What date did the governing document become effective?

If the charity is a CIO (Charitable Incorporated Organisation), it is the date the charity was accepted onto the regulator’s register.

For example, 27/3/2007

Day
65
Month
07
Year
2007

Save and continue

Is the governing document approved?

The governing document can be approved by a national organisation, parent body or principle regulator.

Yes

No

Save and continue
Has the charity changed parts of the governing document since it was approved?

Yes  No

What sections and clauses have changed in the governing document and why?

You have 275 characters remaining.

Check the governing document details

<table>
<thead>
<tr>
<th>Name</th>
<th>Other</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other name</td>
<td>Pensional Church Council Powers Measure 2001</td>
<td>Change</td>
</tr>
<tr>
<td>Effective date</td>
<td>5 July 1956</td>
<td>Change</td>
</tr>
<tr>
<td>Approved by a regulator</td>
<td>Yes</td>
<td>Change</td>
</tr>
<tr>
<td>Have sections and clauses changed</td>
<td>Yes</td>
<td>Change</td>
</tr>
<tr>
<td>Sections and clauses that have been changed</td>
<td>Various changes to the legislation as documented on <a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a></td>
<td>Change</td>
</tr>
</tbody>
</table>

Confirm and continue
3. Operations and funds

Screenshots relating to Objectives

The charity’s objectives and purposes

You need to add the charity’s:

- charitable objectives
- charitable purposes
- benefit to the public

What are the charity’s charitable objectives?

Charitable objectives describe what a charity has been set up to do. They are usually written into the governing document. For example, you could summarise what is written in the charity’s objects clause:

Promoting the whole mission of the Church and as part of this, promoting therein the Christian Faith, good community relations, care for all within the parish, especially the disadvantaged, welcoming of visitors, and responsible for the maintenance of a historic church.

You have 230 characters remaining

Save and continue
What are the charity’s charitable purposes?

Select all that apply.

- Amateur sport
- Animal welfare
- Arts, culture, heritage or science
- Citizenship or community development
- Education
- Environmental protection or improvement
- Health or saving of lives
- Human Rights
- Promotion of efficiency in armed forces, police, fire and rescue service
- Relief of poverty
- Relief of those in need
- Religion
- Other

Save and continue

How does the charity benefit the public?

Our fundraising and operational details are governed as set out in the Parochial Church Councils Measure 1956.

You have 390 characters remaining

Save and continue
Check the charity’s objectives details

Charitable objectives: Promoting the whole mission of the Church and as part of this, promoting therein the Christian Faith, good community relations, care for all within the parish, especially the disadvantaged, welcoming of visitors, and responsible for the maintenance of a historic church.

Charity’s charitable purposes: Religion

How the charity benefits the public: Our fundraising and operational details are governed as set out in the Parochial Church Councils Measure 1956.

Confirm and continue

Screenshots relating to Fundraising

The charity’s fundraising and operations

You need to add the charity’s:

- fundraising activities
- operating locations
- accounting period end date

Continue
How will the charity raise funds?

Select all that apply.
- Donations
- Fundraising
- Grants
- Membership subscriptions
- Trading income
- Trading subsidiaries
- Investment income
- Other

Save and continue

What country was the charity established in?

- England
- Wales
- Scotland
- Northern Ireland
- Overseas

Save and continue

Where does the charity operate?

Select all that apply.
- England
- Wales
- Scotland
- Northern Ireland
- Overseas

Save and continue
Has the charity prepared financial accounts?

If the charity has a set of prepared financial accounts, you will need to post a copy to support the application. Prepared financial accounts are what you would send to a regulator, HMRC or Companies House.

- Yes
- No

Save and continue

What is the charity’s estimated income for its current 12 months of operation?

This figure should be the charity’s estimated income before any deductions. If you are converting to British pounds, you should use today’s exchange rate.

£

Save and continue

What is the charity’s actual income so far?

This figure should be the charity’s actual income before any deductions. If you are converting to British pounds, you should use today’s exchange rate.

£
### Does the charity have bank statements for the last 3 months of operation?

If the account has been open for less than 3 months, you must provide a bank statement for the past month.

- **Yes**
- **No**

### What is the charity’s accounting period end date?

This is the date to which the charity prepares its financial accounts.

- **Day**: [ ]
- **Month**: [ ]

### Check the charity’s operations and funds details

<table>
<thead>
<tr>
<th>Fundraising methods</th>
<th>Donations</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fundraising</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grants</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of establishment</th>
<th>England</th>
<th>Change</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Operating locations</th>
<th>England</th>
<th>Change</th>
</tr>
</thead>
</table>

| Financial accounts | | Change |
|--------------------||--------|

| Estimated income for the current 12 months of operation | | Change |
|----------------------------------------------------------||--------|

| Actual income so far | | Change |
|----------------------||--------|

<table>
<thead>
<tr>
<th>Bank statements for the last 3 months</th>
<th>Yes</th>
<th>Change</th>
</tr>
</thead>
</table>

| Accounting period end date | | Change |
|----------------------------||--------|

[Confirm and continue]
The charity’s bank details

You need to add the charity’s bank account details. We need the charity’s bank details to pay Gift Aid and other tax repayments.

We will send repayments using BACS. This is an electronic system that makes payments directly from our account to the charity’s account. You should make sure the charity can receive BACS payments.

Check the charity’s bank details

<table>
<thead>
<tr>
<th>Account name</th>
<th>example charity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort code</td>
<td>123456</td>
</tr>
<tr>
<td>Account number</td>
<td>123-45678</td>
</tr>
</tbody>
</table>

We will send repayments using BACS. This is an electronic system that makes payments directly from HMRC to the charity’s account. You should make sure the charity can receive BACS payments.
4. Officials and Nominee

The charity’s authorised officials

You need to add 1 authorised official but you can add up to 2.

An authorised official can deal with the charity’s tax affairs, make Gift Aid or other repayment claims and Gift Aid Small Donation Scheme (GASDS) claims. They can also sign and submit tax returns.

Title
- Mr
- Mrs
- Miss
- Ms

First name

Middle name (optional)

Last name

What is An Example’s date of birth?

For example: 27 3 1980
Day  Month  Year

Save and continue
An Example’s phone numbers

Main phone number

Alternative phone number (optional)

Save and continue

What is An Example’s position in the charity?

Select one option

- Director
- Secretary
- Treasurer
- Trustee
- UK registered

Save and continue
Does An Example have a National Insurance number?

☐ Yes  ☐ No

Save and continue

If 'Yes' selected:

What is An Example’s National Insurance number?

For example, QQ12 34 5DC

Save and continue

If 'No' selected:

An Example’s passport or national identity card details

Passport or national identity card number

Country of issue

Expiration date

For example, 21 3 2015

Day  Month  Year

Save and continue
Select your country

Select country

United Kingdom

Continue

What is An Example’s home address?

Postcode search

Authorised official’s home address does not have a UK postcode

Property name or number (optional)
For example, The Mill 116 or Flat 37a

Find address

Confirm An Example’s address

Sittingbourne
ME9
United Kingdom

Change authorised official’s home address

Confirm and continue
Has An Example’s address changed in the last 12 months?

- Yes
- No

Check An Example’s details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
<td>Ms An Example</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td>1 January 1980</td>
<td></td>
</tr>
<tr>
<td>Main phone number</td>
<td>1234567890</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Has a National Insurance number</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>National insurance number</td>
<td>NE12 3456 C</td>
<td></td>
</tr>
<tr>
<td>Home address</td>
<td>[Redacted]</td>
<td></td>
</tr>
<tr>
<td>Address changed in the last 12 months</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

[Save and continue]
You have added 1 authorised official

An Example | Change | Remove | COMPLETED

Do you want to add another authorised official?

- Yes
- No

Confirm and continue

If ‘yes’ is selected to add another official you will work through the same screens as for the first official until completed and the screen below appears.

You have added 2 authorised officials

An Example | Change | Remove | COMPLETED

EG Example | Change | Remove | COMPLETED

Confirm and continue
Other Officials

Register your charity's details with HMRC

Screens will follow for entering each Other official, these are the same as above for an Authorised official.

When first Other official is entered

You have added 1 other official

<table>
<thead>
<tr>
<th>EG Example</th>
<th>Change</th>
<th>Remove</th>
<th>COMPLETED</th>
</tr>
</thead>
</table>

You now need to add another other official

Confirm and continue

When second Other official is entered

You have added 2 other officials

<table>
<thead>
<tr>
<th>EG Example</th>
<th>Change</th>
<th>Remove</th>
<th>COMPLETED</th>
</tr>
</thead>
</table>

| EG Example | Change | Remove | COMPLETED |

Do you want to add another other official?

- Yes
- No

Confirm and continue
**Nominee**

Register your charity’s details with HMRC

**The charity’s nominee**

You now have the option of adding a nominee.

A nominee is a person or an organisation from outside the charity who can submit Gift Aid or other tax repayment claims on the charity’s behalf. They might also receive the repayments too.

Nominees are not ‘managers’ for the purposes of the fit and proper persons test. But you do have to tell us if the charity appoints a nominee or the nominee changes.

**Do you want to authorise a nominee from outside the charity?**

- [ ] Yes
- [X] No

Save and continue

**If ‘No’ is selected**

Register your charity’s details with HMRC

**Check the charity’s nominee details**

Nominee

Authorize a nominee: No

Change

Confirm and continue
If 'Yes' is selected

Register your charity's details with HMRC

This is a new service - your feedback will help us to improve it.

Check the charity’s nominee details

Nominee

<table>
<thead>
<tr>
<th>Authorise a nominee</th>
<th>Yes</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of nominee</td>
<td>Organisation</td>
<td>Change</td>
</tr>
</tbody>
</table>

Nominee's details

<table>
<thead>
<tr>
<th>Name</th>
<th>ABC accountants</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number</td>
<td>1212312300</td>
<td>Change</td>
</tr>
<tr>
<td>Email address</td>
<td></td>
<td>Change</td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td>Change</td>
</tr>
<tr>
<td>Address changed in the last 12 months</td>
<td>No</td>
<td>Change</td>
</tr>
<tr>
<td>Can receive payments on behalf of the charity</td>
<td>No</td>
<td>Change</td>
</tr>
</tbody>
</table>

| Address          | Canterbury, CT1 | United Kingdom |

Authorised person's details

<table>
<thead>
<tr>
<th>Fullname</th>
<th>Mr A N Other</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>1 January 2000</td>
<td>Change</td>
</tr>
<tr>
<td>Has a National Insurance number</td>
<td>Yes</td>
<td>Change</td>
</tr>
<tr>
<td>National Insurance number</td>
<td>NE 00 00 00 C</td>
<td>Change</td>
</tr>
</tbody>
</table>

Confirm and continue
5. Confirm the declaration and send supporting documents

Declaration and send the application

The next pages will ask you to confirm a declaration and send the application. You will then be asked to send some documents to support the application.

Continue

Declaration

⚠️ You can be prosecuted for knowingly providing false or misleading information on your application.

By sending this application, I confirm that the information I have provided is true to the best of my knowledge.

Confirm and send