

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 \(www.gov.uk\)](http://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 Excepted** 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

<https://www.legislation.gov.uk/uksi/2021/55/contents/made>

- ✓ **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
 - <https://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents>
 - The webpage to Parochial Church Powers Measure 1956 changes
 - <https://www.legislation.gov.uk/changes/affected/ukcm/1956/3>

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

Question	Answer
Full name	Provide your charity's name
Main phone number	Provide your charity's details
Email address	Provide your charity's details
Address	Provide your charity's details
Send letters to this address	Select 'Yes' or 'No' as appropriate, if No follow the further screens to give postal address (e.g. Treasurer's address rather than church).

2. Regulators and documents

Regulator information

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

Question	Answer
Registered with a Charity regulator	No
Reason for not registering	Select 'Parochial Church Councils under gross income threshold'

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

Question	Answer
Registered with a Charity regulator	Yes
The Charity's regulators	Select 'Charity Commission for England and Wales'
Charity Commission... registration number	Enter your charity's registration number

Governing document – use the answers provided below

Question	Answer
Name	Select 'Other'
Other name	Parochial Church Councils Measure 1956 https://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents
Effective date	5 July 1956
Approved by a regulator	Yes
Have sections and clauses changed	Yes
Sections and clauses that have been changed	Various changes to the legislation as documented on www.legislation.gov.uk
<i>Note: the screen won't accept the links, enter 'as found on legislation.gov.uk' or something similar</i>	Parochial Church Councils Measure 1956 https://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents Changes to the legislation https://www.legislation.gov.uk/changes/affected/ukcm/1956/3/Changes To Legislation

3. Operations and funds

Objectives and purposes

Question	Answer
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	Select 'Religion'
How the charity benefits the public	Our fundraising and operational details are governed as set out in the Parochial Church Councils Measure 1956.

Fundraising and operations

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

Charity's bank details

Question	Answer
Account name	Enter the Charity's details
Sort code	Enter the Charity's details
Account number	Enter the Charity's details
Financial accounts prepared	Select either 'Yes' or 'No' as appropriate

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:

Question	Note
Full name	
Date of birth	
Main phone number	
Position	e.g. Treasurer, Gift Aid Administrator, Clergy
Has the official a National Insurance Number	If 'Yes' their National Insurance number is requested. If 'No' their passport details are requested
Home address	
Has their address changed in the last 12 months	

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.

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

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

Go to Webpage [Get recognition from HMRC for your charity - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Home](#) > [Charity money, tax and accounts](#)

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 ChV1](#) 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 >](#)

Related content

[Charities and tax](#)

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

 **Register your charity's details with HMRC**

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Check if you can register the charity

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

[Continue](#)

 **Register your charity's details with HMRC**

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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

[Continue](#)

 **Register your charity's details with HMRC**

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

Yes No

[Continue](#)

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Is the charity based in the UK?

Yes No

[Continue](#)

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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'



Keeping your information secure

Do not share your Government Gateway user ID and password with anyone else.

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

[Sign in](#)

New users of Government Gateway

[Create sign in details](#)

'Create Sign in Details'



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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](#)



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Enter code to confirm your email address

We have sent a code to: jmulrooney@diocant.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, DNCLRK

[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](#)

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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

Confirm your password

[Continue](#)

Your Government Gateway user ID is:

57 47 96 

We have sent it to jacob.smith@diocant.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](#)

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Are you adding a UK mobile number?

- Yes
- No

[Continue](#)

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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](#)

[< Back](#)

Enter the access code

We have sent a 6 digit access code to +447959XXXXXX

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

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 28 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**

[Is this page not working properly? \(opens in new tab\)](#)

1. The charity's contact details

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The charity's contact details

You need to add the charity's:

- name and operating name
- address
- postal address

[Continue](#)

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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](#)

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The charity's contact details

Main phone number

Alternative phone number (optional)

Email address

[Save and continue](#)

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Select your country

Select country

United Kingdom

Continue

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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 Mill, 116 or Flat 37a

Find address

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Confirm the charity's address

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

Canterbury

CT1 ~~XXXX~~

United Kingdom

[Change charity's address](#)

Confirm and continue

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Can we send letters to this address?

~~Example charity name~~

Canterbury
CT1 ~~1234~~
United Kingdom

Yes No

Save 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

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Check the charity's contact details

Full name	example charity	Change
Main phone number	00000000000	Change
Email address	Another@email.com	Change
Address	Example charity name Example street Canterbury, CT1 1234 , United Kingdom	Change
Send letters to this address	Yes Example charity name Example street , Canterbury, CT1 1234 , United Kingdom	Change

Confirm and continue

2. Regulators and Governing documents

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The charity's regulators

You need to add the charity's:

- regulators
- regulator registration numbers

[Continue](#)

Screen shots *if registered with the Charity Commission*

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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](#)

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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](#)

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Check the charity's regulator details

Registered with a charity regulator	Yes	Change
Charity's regulators	Charity Commission for England and Wales	Change
Charity Commission for England and Wales registration number	XXXXXXXXXX	Change

Confirm and continue

Screen shots *if registering as an Excepted charity*

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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

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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
- Parochial Church Councils under gross income threshold
- Uniformed youth groups
- Other

Save and continue

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Check the charity's regulator details

Registered with a charity regulator	No	Change
Reason for not registering	Parochial Church Councils under gross income threshold	Change

[Confirm and continue](#)

Screenshots relating to Governing documents

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The charity's governing document

You need to add the charity's:

- governing document type
- governing document approval date

[Continue](#)

Screen 31

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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](#)

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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

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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	Month	Year
05	07	1956

Save and continue

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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

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

Yes No

Save and continue

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

various changes to the legislation as documented on www.legislation.gov.uk

You have 276 characters remaining

Save and continue

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Check the governing document details

Name	Other	Change
Other name	Parochial Church Council Powers Measure 1956	Change
Effective date	5 July 1956	Change
Approved by a regulator	Yes	Change
Have sections and clauses changed	Yes	Change
Sections and clauses that have been changed	various changes to the legislation as documented on www.legislation.gov.uk	Change

Confirm and continue

3. Operations and funds

Screenshots relating to Objectives

 **Register your charity's details with HMRC**

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The charity's objectives and purposes

You need to add the charity's:

- charitable objectives
- charitable purposes
- benefit to the public

[Continue](#)

 **Register your charity's details with HMRC**

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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](#)

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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

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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

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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.	Change
Charity's charitable purposes	Religion	Change
How the charity benefits the public	Our fundraising and operational details are governed as set out in the Parochial Church Councils Measure 1956.	Change

[Confirm and continue](#)

Screenshots relating to Fundraising

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The charity's fundraising and operations

You need to add the charity's:

- fundraising activities
- operating locations
- accounting period end date

[Continue](#)

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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

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What country was the charity established in?

- England
- Wales
- Scotland
- Northern Ireland
- Overseas

Save and continue

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Where does the charity operate?

Select all that apply.

- England
- Wales
- Scotland
- Northern Ireland
- Overseas

Save and continue

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Has the charity prepared financial accounts?

If the charity has a set of prepared financial accounts, you will need to post us 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

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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

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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.

£

Save and continue

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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

Save and continue

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What is the charity's accounting period end date?

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

Day Month

Save and continue

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Check the charity's operations and funds details

Fundraising methods	Donations Fundraising Grants	Change
Country of establishment	England	Change
Operating locations	England	Change
Financial accounts	XXXXXXXXXX	Change
Estimated income for the current 12 months of operation	£ 25,000	Change
Actual income so far	£ 2,000	Change
Bank statements for the last 3 months	Yes	Change
Accounting period end date	31/12/2020	Change

Confirm and continue

Screenshots relating to the charity's bank details

GOV.UK Register your charity's details with HMRC

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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.

[Continue](#)

The charity's bank, building society or credit union details

We need the charity's bank details to pay Gift Aid and other tax repayments.

Charity's account name

The charity's account name needs to be the same as the charity's name

test setup

[Change](#)

Charity's sort code

Must be 6 digits long

Charity's account number

Must be between 6 and 8 digits long

Building society roll number (if you have one)

You can find it on your charity's bank card, statement or passbook

! 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.

GOV.UK Register your charity's details with HMRC

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Check the charity's bank details

Account name	example charity	Change
Sort code	123456	Change
Account number	12345678	Change

[Confirm and continue](#)

4. Officials and Nominee

Authorised Official



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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.

[Continue](#)



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Authorised official's name

Title

- Mr
 Mrs
 Miss
 Ms

First name

Middle name (optional)

Last name

[Save and continue](#)



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What is An Example's date of birth?

For example, 27 3 1980

Day Month Year

[Save and continue](#)

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An Example's phone numbers

Main phone number

Alternative phone number (optional)

Save and continue

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What is An Example's position in the charity?

Select one option

- Board member
- Bursar
- Chairperson
- Chief executive
- Director
- Employee
- Finance manager
- Financial accountant
- Gift aid secretary
- Governor (Schools and Academies)
- Head teacher
- Assistant head teacher
- Human resources manager
- Information officer
- Minister of religion
- Principal
- Secretary
- Assistant secretary
- Teacher
- Treasurer
- Assistant Treasurer
- Trustee
- UK Agent

Save and continue

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Does An Example have a National Insurance number?

Yes No

Save and continue

If 'Yes' selected:

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[Back](#)

What is An Example's National Insurance number?

For example, QQ 12 34 56 C

Save and continue

If 'No' selected:

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An Example's passport or national identity card details

Passport or national identity card number

Country of issue

Expiry date

For example, 21 3 2015

Day Month Year

Save and continue

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Select your country

Select country

United Kingdom

Continue

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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)

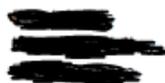
For example, The Mill, 116 or Flat 37a

Find address

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Confirm An Example's address



Sittingbourne

ME9

United Kingdom

[Change authorised official's home address](#)

Confirm and continue

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Has An Example's address changed in the last 12 months?

Yes No

[Save and continue](#)

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Check An Example's details

Full name	Ms An Example	Change
Date of birth	1 January 1900	Change
Main phone number	1234567890	Change
Position	Treasurer	Change
Has a National Insurance number	Yes	Change
National Insurance number	NE 12 34 56 C	Change
Home address	 Sittingbourne, ME9 OAB, United Kingdom	Change
Address changed in the last 12 months	No	Change

[Confirm and continue](#)

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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.

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You have added 2 authorised officials

An Example [Change](#) [Remove](#) **COMPLETED**

EG Example [Change](#) [Remove](#) **COMPLETED**

Confirm and continue

Other Officials

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The charity's other officials

You need to add 2 other officials but you can add up to 3.

Other officials are people in the charity who can tell us 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), or community amateur sports club (CASC) officials.

[Continue](#)

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

When first Other official is entered

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You have added 1 other official

EG Example [Change](#) [Remove](#) **COMPLETED**

You now need to add another other official

[Confirm and continue](#)

When second Other official is entered

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You have added 2 other officials

EG Example [Change](#) [Remove](#) **COMPLETED**

EG Example [Change](#) [Remove](#) **COMPLETED**

Do you want to add another other official?

Yes No

[Confirm and continue](#)

Nominee

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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.

[Continue](#)

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

Yes No

[Save and continue](#)

If 'No' is selected

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Check the charity's nominee details

Nominee

Authorise a nominee No [Change](#)

[Confirm and continue](#)

If 'Yes' is selected

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Check the charity's nominee details

Nominee

Authorise a nominee	Yes	Change
Type of nominee	Organisation	Change

Nominee's details

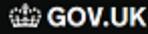
Name	ABC accountants	Change
Phone number	1212312300	Change
Email address		Change
Address	 Canterbury, CT11 United Kingdom	Change
Address changed in the last 12 months	No	Change
Can receive payments on behalf of the charity	No	Change

Authorised person's details

Full name	Mr A N Other	Change
Date of birth	1 January 2000	Change
Has a National Insurance number	Yes	Change
National Insurance number	NE 00 00 00 C	Change

[Confirm and continue](#)

5. Confirm the declaration and send supporting documents

 **GOV.UK** Register your charity's details with HMRC

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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](#)

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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](#)