

## Create a Stripe Express Account

Stripe is a payments processor that allows you to receive digital donations and have them settled into your church's bank account. Your Stripe Express account can be used in conjunction with the donations software Give A Little. The process for setting up a Stripe Express account usually takes around 15 minutes. This is an essential part of being able to receive online donations.

### Before you get started, you will need:

- Church bank details
  - Account name—this must be as it is according to your bank
  - Account number
  - Sort code
- Church address and contact telephone number
- Church website / A Church Near You page / social media webpage link
- Names and details of two trustees (PCC members)
  - If you are registered with the Charity Commission these details may be verified on the Charity Commission website, so do make sure that the two named trustees are listed on there beforehand.
- An email address
  - We recommend that you enter a role-based email addresses, such as 'reverend@stjohnschurch.co.uk' or 'stjohnsreverend@gmail.com' as opposed to a personal email address, as part of good governance. If you haven't got one, we strongly advise you to set one up.
- Your mobile phone number
- A Church Near You certificate (see instructions under step 8 for how to find this)

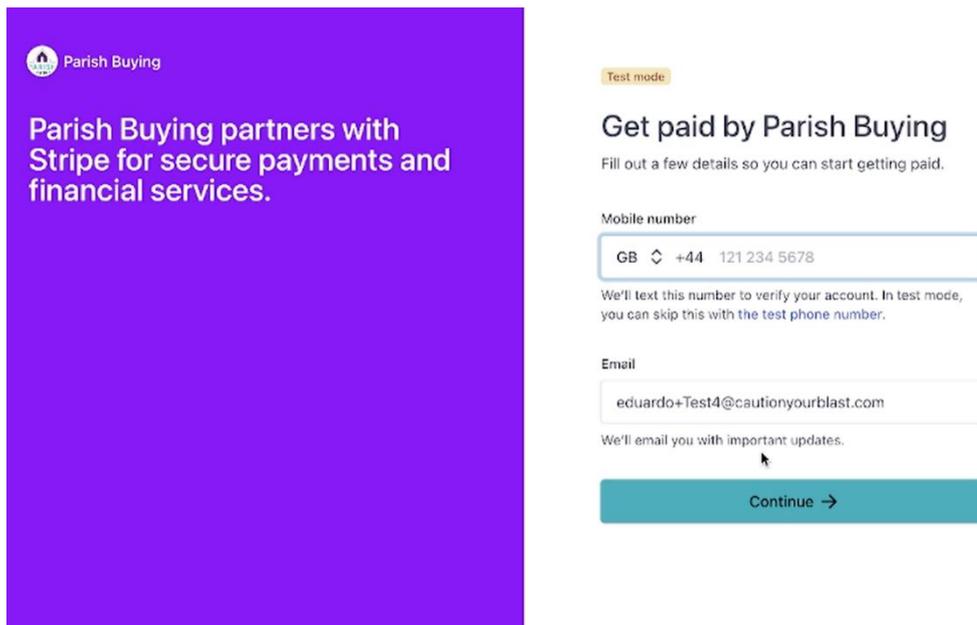
### Settlement information

- Funds will be sent to your bank account weekly, during the week following the donation (subject to bank holidays).
- The amount sent to your bank account will be net of the percentage charged (1.1%).

## Step 1: Log in to Give A Little

Once logged in to Give A Little, click on 'Connect a processor' in the green banner at the top of the page, or navigate to 'Integrations'. From there, click on 'Create a Parish Buying Stripe account'.

Enter a mobile phone number and email address that you would like to be associated with the account. It is good practice to create your account using a role-based email address (e.g., stmarystreasurer@gmail.com) rather than a personal email address so that the login details can be shared with others. When ready, click on 'Continue'.



## Step 2: Enter the verification code

A verification code will be sent to the phone number you gave in the previous step. When received, enter it on this screen. If you do not receive the text, click on 'Resend code'.

Enter the verification code we sent to your phone



Input fields for entering a verification code, consisting of two groups of three boxes each, separated by a hyphen.

[Resend code](#)

## Step 3: Enter initial church details

The next step is called 'Tell us about your business'. Select the relevant country, set type of business as 'Non-profit' and business structure as 'Charitable Company'. Then click 'Continue'.

### Tell us about your business

Country

United Kingdom

Type of business

Non-profit

Business structure

Charitable Company

Continue

## Step 4: Enter additional church details

In the 'Legal business name' field, enter the name of your church as it appears on your church's bank statement (e.g., PCC of St Agatha's Anytown). In the 'Doing business as' field, you can enter a more concise version of your church name, but it is still helpful to include the place e.g., 'St Agatha's, Anytown' or 'Anytown PCC'.

Under 'Registered business address', enter the address for your church (not your address), followed by the phone number for your church.

Under 'Business website', you can either enter the URL\* for your church website or, if you do not have a church website, the URL for your church's A Church Near You page.

Under 'Product description', you can simply write 'Church'. Then click 'Continue'.

\*A URL is a web address, like [www.holyspirit-clapham.org.uk](http://www.holyspirit-clapham.org.uk).

### Business details

Tell us some basics about your business.

Legal business name

Company

The name you provide must exactly match the name associated with your tax ID.

Doing business as Optional

Registered business address

United Kingdom

Address line 1

Address line 2

Town or City

Postal code

This address must match the address filed with the UK tax authority. [Find your filed address here.](#)

Business phone number

GB +44 121 234 5678

## Step 5: Enter trustee information

On the next page, you will need to fill in the details of a church trustee (if this isn't you, ensure you have this person's permission). Any member of a PCC is a trustee. Fill in their name and email address. Under 'Job title', enter 'Trustee'.

Completing the remaining fields on this page with the trustee's personal details and click 'Continue'.

## Step 6: Enter church bank account details

On the next page, enter the sort code and account number for your church's bank account. Scroll down and click on 'Save'.

Select an account for payouts

A payout is the transfer of funds from Stripe to your bank account.

You're currently in test mode. [Use test account](#)

Currency  
GBP - British Pound

Country of bank account  
United Kingdom

Sort code  
108800

Account number  
00012345

Confirm account number  
00012345

I, the account holder, am the only person required to authorise debits. By submitting a bank account, I authorise Stripe to transfer to and from this bank account through the Bankers' Automated Clearing Services (Bacs), protected by the Bacs direct debit guarantee, and confirm that I have read and agree to the Services Agreement, including the Bacs Direct Debit instructions.

Save

The bank account you save will be the one where Stripe will send donations received, net of the 1.1% fees. In the declaration, it also talks mentions debiting your account – this will only happen if for some reason the donor asks for a refund. See this short video about good governance - <https://vimeo.com/368273010>

## Step 7: Add a second account holder

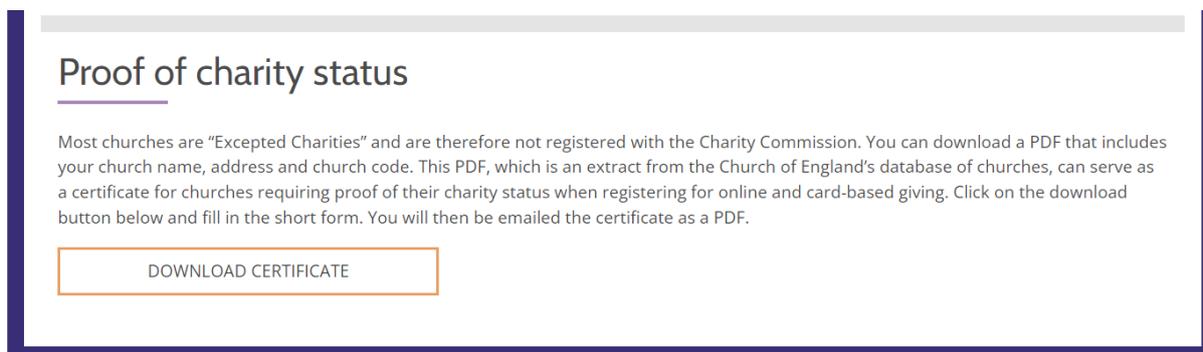
Your account is almost set up and you will see a review screen. Under 'Management and Ownership' you will see the option to add an additional account holder. We recommend you add a second trustee for good governance purposes. Please make sure you have their permission before entering their personal details. We also have a video about good governance and contactless giving on [this page](#).

Once you have completed this step, click 'Done'.

## Step 8: Upload documentation

You have now set up your Stripe account and will have been returned to your Give A Little account where you can view your Stripe ID. The final step is to upload your church's A Church Near You (ACNY) certificate to your Stripe dashboard. This verifies your church's legal status.

To download your church's certificate, go to your church's page on ACNY, scroll down and click on 'More information' in the menu on the left-hand side and scroll down to the 'Proof of charity status' section.



**Proof of charity status**

Most churches are "Excepted Charities" and are therefore not registered with the Charity Commission. You can download a PDF that includes your church name, address and church code. This PDF, which is an extract from the Church of England's database of churches, can serve as a certificate for churches requiring proof of their charity status when registering for online and card-based giving. Click on the download button below and fill in the short form. You will then be emailed the certificate as a PDF.

DOWNLOAD CERTIFICATE

Click on 'Download certificate' and you will be asked to enter your name and email address. The certificate will then be automatically emailed to you.

Return to Give A Little and click on 'View Stripe dashboard' (you will need to verify access with a code sent to the mobile phone number used when registering). Once you have entered the access code, navigate to 'Your account'. Scroll down and click on 'Professional details' and you will be able to upload your ACNY certificate.

**Congratulations! You have successfully set up a Stripe account and connected it to Give A Little, meaning you ready to start receiving online donations once you have set up a web campaign.**