**How to Register your Church with HMRC to Claim Gift Aid**

**Disclaimer** - Please note that this guide, on how to register for Gift Aid, is not exhaustive. If you have any queries please contact Janet Daye at the Diocese of Sheffield. Contact details are at the end of this guide. The following guide was sourced from the HMRC website page ‘Get recognition from HMRC for your charity’.

**Guide steps:**

Follow the link:

* *This will take you to an HMRC page to allow you to register online*

<https://www.gov.uk/charity-recognition-hmrc?step-by-step-nav=3dd66b86-ce29-4f31-bfa2-a5a18b877f11>

**Before you select the green ‘Start Now’ button you will need to be able to provide or confirm the following information:**

* bank account details and financial accounts
* [officials’ details](https://www.gov.uk/who-can-run-charity-finances), including dates of birth and National Insurance numbers.
* *You will need up to 2 authorised officials. Only these named persons will be able to claim gift aid on behalf of the church*
* [registration number](https://www.gov.uk/setting-up-charity/register-your-charity) if you’ve registered your charity with a regulator ie the charity commission.

IMPORTANT - Do not use the Diocese of Sheffield charity number. The ‘registration number’ is a unique identifier that the Charity Commission gives you on registering your church with them.

* *You don’t need to register your church with the charity commission if your annual gross income is less than £100,000*
* [charitable objectives](https://www.gov.uk/setting-up-charity/charitable-purposes) (sometimes called purposes)
* *A church’s charitable purpose contributes to religion. Therefore, a church has charitable objectives*
* [governing document](https://www.gov.uk/setting-up-charity/governing-document) (sometimes called a rulebook) - this explains how your charity is run
* *The church’s constitution document is your governing document. This would have been written when the church was first set up and may have been amended in places over the years*
* Government Gateway user ID and password - you can create an account if you don’t already have one during the registration process.
* *If your church has PAYE then you will already have a Government Gateway user ID and password for your church*

**Select the green ‘Start Now’ button.**

**Checking your eligibility to claim Gift Aid**

There follows a series of four pages to check a charity’s eligibility to claim Gift Aid. Complete the four pages as below. The fifth page will confirm that your church is eligible to claim gift aid and the registration process will then follow.

**Page 1 - Check if you can register the charity**

* *Ignore this of your annual gross income is less than £100,000.*

Select ‘Continue’.

# Page 2 - Is the charity for charitable purposes only?

Select ‘Yes’

Select ‘Continue’.

# Page 3 - Does the charity have a UK bank, building society or credit union account

Select ‘Yes’

Select ‘Continue’.

# Page 4 Is the charity based in the UK?

Select ‘Yes’

Select ‘Continue’.

# Page 5 The charity is eligible for this service

# Select ‘Continue’.

# Page 6 Sign in using Government Gateway

# If your church already has a Government Gateway user ID and password enter it here otherwise Select ‘Create sign in details’.

# If selected ‘Create sign in details’:

# Enter your email address

# A code from HMRC will be sent to the email address entered and you will be asked to enter the code when you select ‘Continue’

# Enter your information for each of the subsequent pages to create a Government Gateway ID and password and to complete the registration process.

**Contact Details:**

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