

Charities change of details: How to complete form ChV1

These notes will help you provide up-to-date and accurate information to HMRC which will allow HMRC to process your claim.

When to use form ChV1

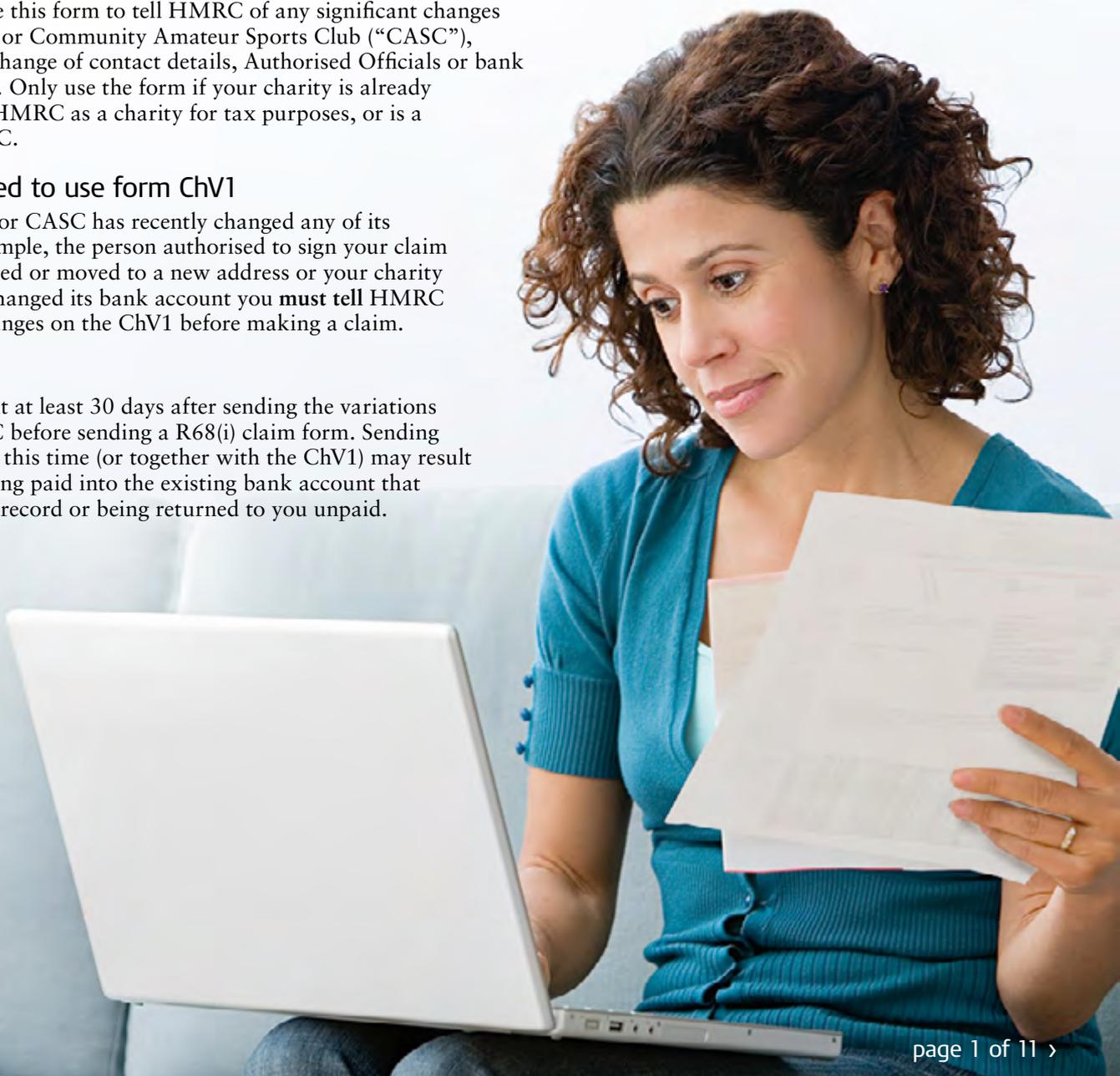
You need to use this form to tell HMRC of any significant changes to your charity or Community Amateur Sports Club (“CASC”), for example a change of contact details, Authorised Officials or bank account details. Only use the form if your charity is already recognised by HMRC as a charity for tax purposes, or is a registered CASC.

Why you need to use form ChV1

If your charity or CASC has recently changed any of its details, for example, the person authorised to sign your claim form has changed or moved to a new address or your charity or CASC has changed its bank account you **must tell** HMRC about these changes on the ChV1 before making a claim.

IMPORTANT

You should wait at least 30 days after sending the variations form to HMRC before sending a R68(i) claim form. Sending a R68(i) within this time (or together with the ChV1) may result in the claim being paid into the existing bank account that HMRC has on record or being returned to you unpaid.



Contents

page

3	<u><i>Before you start</i></u>
3	<u><i>Information you will need to complete the form</i></u>
5	<u><i>About your organisation</i></u>
5	<u><i>Changes to the charity or CASC</i></u>
6	<u><i>Changes to the Authorised Official</i></u>
7	<u><i>Changes to the Responsible Person</i></u>
8	<u><i>Changes to bank details</i></u>
8	<u><i>Changes to nominee and collection agency</i></u>
9	<u><i>Any other changes</i></u>
10	<u><i>Declaration & Checklist</i></u>
11	<u><i>When you have completed this form</i></u>



Before you start

Check you have the latest version of Adobe Reader

You must have Adobe Reader version 9.0 or later installed on your computer before you can view and print this form. The form won't work with other PDF viewing software, such as Mac Preview. If you're not sure what version of Adobe you have please download the latest version of Adobe before you use the form. Downloading Adobe is free and only takes a couple of minutes.

[Download Adobe Reader from the Adobe website](#)

(Opens new window)

Check you have all the information you'll need to complete the form

You need to provide certain information about your organisation to complete the ChV1 form correctly. It is a good idea to bring this information together before you start to fill in this form. There are some questions that are **mandatory** – this means you cannot move on to another page until you have completed the boxes correctly. These are marked on the form with a red asterisk (star) like this *

You'll need to know certain information in order to complete the form – shown in the table below:

Where you see this symbol  it indicates documents that will need to be sent to HMRC to support the changes you would like to make.

Information needed		What this is and where to find it
1. Name of your charity or CASC 2. Correspondence address, 3. Telephone number, 4. Name of the current Authorised Official.		<p>All of this information will be found within your charity or CASC's records, on copies of previous claim forms or on ChV1 forms your charity or CASC has previously submitted to HMRC.</p> <p>The correspondence address is the address to which all correspondence for the charity or CASC should be sent. This may be the registered office if your charity or CASC is a company.</p> <p>If you change the name or address of the charity or CASC you must provide supporting evidence. Please refer to our guidance.</p> <p>You should provide the name of the current Authorised Official. If you do not know who your charity or CASC's Authorised Official is please enter "not known" on the form.</p>
Your HMRC Charity/CASC reference number.		<p>This will be on the letter issued by HMRC confirming recognition as a charity, or approving registration as a CASC. The number may also be on other correspondence from HMRC Charities.</p> <p>The Reference number will start with two letters or an X and will include up to 5 numbers.</p>
Details of any new proposed Authorised Official or changes to existing details.	 *if no National Insurance number proof of identity needed	<p>This is someone within your charity or CASC who has been authorised by you to deal with HMRC on your behalf. This could be a trustee, a treasurer, a director, a management committee member or an employee of your charity or CASC. You need to provide their contact details, date of birth and National Insurance number if they have one. If they don't have one, they will need to provide other proof of their identity. This can be a copy of the page of a passport with a photograph of the person, or other similar photo identification, and a document to verify that person's address.</p> <p>If you want to tell us about a new proposed Authorised Official they cannot sign the declaration at the end of the form.</p> <p>Please ensure the people you list within the application have read and understood our "Fit and Proper Person" guidance which can be found through the following link; HM Revenue & Customs: Detailed guidance on the fit and proper persons test</p>

Information needed		What this is and where to find it
Details of any new trustees or Responsible Person or changes to existing trustees or Responsible Persons.	 * *if no National Insurance number proof of identity needed	<p>A Responsible Person is someone who is legally responsible for running your charity or CASC e.g. a trustee, a director, a chairperson, treasurer, secretary or a management committee member. You need to know and provide their contact details, date of birth and National Insurance number if they have one. If they don't have one, they will need to provide proof of their identity. This can be a copy of the page of a passport with a photograph of the person, or other similar photo identification, and a document to verify that person's address.</p> <p>Unless the Responsible Person has been nominated as an authorised official they will not be able to sign the charity or CASC's Gift Aid repayment claims.</p> <p>If you want to tell us about a new Responsible Person they cannot sign the declaration at the end of the form.</p> <p>Please ensure the people you list within the application have read and understood our "Fit and Proper Person" guidance which can be found through the following link; HM Revenue & Customs: Detailed guidance on the fit and proper persons test</p>
Details of any new nominees, collection agencies or agents, or changes to existing details.		<p>A nominee – This is an individual or an organisation, outside your charity or CASC, who you authorise to receive Gift Aid or other tax repayments from HMRC on your behalf. A nominee can make the claims on behalf of your charity or CASC.</p> <p>A collection agency – This is an organisation that collects donations from individuals for your charity or CASC and then claims the Gift Aid on these payments from HMRC on your behalf. The collection agency must have agreed to collect payments on behalf of your charity or CASC before you inform HMRC. You need to show the Name, address and reference number of the collection agency that you have made an agreement with. You do not need to provide bank details for the collection agency as these are already known to HMRC.</p> <p>An agent – This is an individual or organisation outside your charity or CASC, such as an accountant or lawyer, with whom you authorise HMRC to exchange information about your charity or CASC's tax affairs. If you want to authorise an agent to act on your charity or CASC's behalf you must inform HMRC using a Form 64-8. Agents may submit repayment claim forms and tax returns on behalf of the charity or CASC. You can authorise an Agent to receive Gift Aid and other tax repayments on your behalf. If you are an agent acting on behalf of the charity or CASC you need to provide evidence of authority for this using Form 64-8.</p>
Declaration must be completed by an existing Authorised Official or Responsible Person.		If this is not completed or is signed by the wrong person then the form will be returned to you.

Help with filling in the ChV1 form

These should be the details previously given to HMRC when your organisation registered as a Charity or a CASC.

About your organisation – current information held by HMRC

<p>1 Name of Charity, Community Amateur Sports Club (CASC) or other organisation entitled to UK charity tax reliefs *</p> <input type="text"/>	<p>4 Daytime phone number * <i>including international dialling code if outside the UK</i></p> <input type="text"/>
<p>2 HMRC Charities reference * ?</p> <input type="text"/>	<p>5 Address * (see the guidance on what address to use)</p> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Country <input type="text"/>
<p>3 Name of authorised official *</p> <input type="text"/>	

This is the unique reference number given to your charity or CASC by HMRC. The reference will start with two letters or an X and will include a maximum of 5 numbers.

Enter the address where your charity or CASC carries out its main activities (this may be different from your correspondence address).

This must be the current official authorised to sign tax repayment claims - if you're telling HMRC about a new Authorised Official on page 2, we still need the name of the current Authorised Official here. If you do not know who your charity or CASC's Authorised Official is please enter "not known" in box 3.

Contact details

Please enter the correspondence or contact address, phone number and email (if you have one) you want us to use, even if these have not changed. We will use this address or phone number to contact the authorised official with any questions we have. And this is the address to which we will send any payment notifications.

<p>6 Address *</p> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Country <input type="text"/>	<p>7 Phone number *</p> <input type="text"/> <p>8 Email address</p> <input type="text"/>
---	---

The address you provide here will be used to send all correspondence relating to the changes shown on this form and any tax claims made to HMRC.

Only complete boxes 9, 10 and 11 if the name and address of your charity or CASC has changed. If this is the case, you must provide supporting. Please refer to our guidance for more information at the following link; [HM Revenue & Customs: How to complete Form ChV1 HMRC Charities Variations](#)

About the changes

Use this section to tell us about information you want to change and to provide details of any responsible persons and bank account that have not been notified previously. Please leave all other boxes blank.

Changes to the charity	
<p>9 New official name of your charity</p> <input type="text"/>	<p>11 Address (see the guidance on what address to use)</p> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Country <input type="text"/>
<p>10 New name that your charity operates under if different from the name entered at question 9</p> <input type="text"/>	

Enter the address where your charity or CASC carries out its main activities (this may be different from your correspondence address).

Complete boxes 30-35 to provide details of your organisation's bank account into which you want HMRC to pay Gift Aid repayments and any other tax repayments. You need to complete this section if the bank account details have changed or if HMRC has not been provided with the details in the past.

New bank or building society account details for your charity

30 Account name as shown on the bank statement

31 Branch sort code
 - -

32 Account number

33 If your account is with a building society enter the roll or reference number if you have one

34 Name of your bank or building society
If you have a Post Office card account enter 'Post Office'

35 Date account opened DD MM YYYY

A nominee is an individual or organisation outside your charity or CASC who you authorise to receive Gift Aid or other tax repayments from HMRC on your behalf. A collection agency is an organisation that collects Gift Aid payments for your organisation on its website and claims the Gift Aid on these payments from HMRC on your behalf. You should enter in box 37 the name of an appointed company individual who will deal with HMRC.

Change to the nominee and collection agency details 1 of 1

See the guidance for explanations of nominee and collection agency.

36 Name of the individual or organisation

37 If an organisation, please enter the name of an individual within that organisation authorised to deal with HMRC

38 If a collection agency enter their reference as explained in the guidance ?

39 Address (if an individual, enter their home address)

 Postcode

 Country

40 Daytime phone number
including international dialling code if outside the UK

41 Previous address
if address changed in the last 12 months

 Postcode

 Country

42 Date of birth for individual DD MM YYYY

43 National Insurance number (UK only) ?

44 National Identity card number (If outside the UK) or company registration number ?

45 Signature of above person

This section is to be signed on your printed version.

The new individual acting on behalf of the new nominee or collection agency whose details have been given in boxes 36-44 must sign here.

Show the National Insurance number (or identity card number where relevant) when your new nominee/agent is an individual person. If this is left blank the form could be rejected. If they don't have a National Insurance number, you must send documents with the form to verify the identity of the individual. One of these must be a copy of the page of a passport with a photograph of the person, or other similar photo identification, and the other must be a document to verify that person's address. If the nominee or agent is a company, enter the company registration number in box 44 and do not complete the date of birth or national insurance number boxes. There is no need to send identity documents for a corporate trustee.

The nominee's account details

46 Do you want this nominee to receive repayments on behalf of your organisation?

No If 'No', go to the next section

Yes If 'Yes', please enter the nominee's account details below so that we can make payments directly into their account. If you are using a collection agency you do not need to tell us but can go to the next section.

47 Nominee reference, if the nominee uses one

48 Account name as shown on the bank statement

49 Account number

50 Sort code

51 If the account is with a building society enter the roll or reference number if you have one

52 Name of the bank or building society
For a Post Office card account enter 'Post Office'

53 Date account opened DD MM YYYY

Add another nominee change

To add more than one new nominee or collection agency, click on this button to create another page.

Authorised officials, responsible persons and nominees who have ceased to act

54 Please tell us about any authorised officials, responsible persons and nominees who have stopped acting for your charity
Click on the + button to add another row of information

		Name	Position held in the charity	Date ceased
+	-			
1	x			

To help us understand the changes within your organisation please enter details of the people who no longer act for your charity. Click on the '+' button to add more lines if you need them.

Any other changes

55 Are there any other changes you need to tell us about?

Use this space to provide us with details of any other changes you want to tell HMRC about. This could include changes to managers not already mentioned on the form, changes to your constitution or a change of accounting period. If the charity changes from being a trust to being a Charitable Incorporated Organisation you should show this change in this box.

Declaration

This declaration must be signed by two people from your organisation with the role of authorised official or responsible person who were in post before the changes were made that you have told HMRC about on this form. The declaration must not be signed by any new responsible person or authorised official you have told us about on this form in boxes 12 or 20. For further information on this, including what to do if this is not possible, see the guidance.

<p>This information I have given is correct and complete to the best of my knowledge and belief. I confirm that these changes should be made to our record and are to apply from the date below.</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	<p>I understand that repayments will not be issued under these changes until this form has been received and processed by HMRC Charities. I understand that false statements can lead to prosecution.</p>
<p>Name in block letters</p> <p><input type="text"/></p> <p>Position within the charity</p> <p><input type="text"/></p> <p>Signature</p> <p>This section is to be signed and dated on your printed version.</p> <p>Date DD MM YYYY</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Home address</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p>Postcode</p> <p><input type="text"/></p> <p>Country</p> <p><input type="text"/></p> <p>Phone number including international dialling code (if outside the UK)</p> <p><input type="text"/></p> <p>National Insurance number (UK only) ?</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>National Identity card number (If outside the UK) ?</p> <p><input type="text"/></p>	<p>Name in block letters</p> <p><input type="text"/></p> <p>Position within the charity</p> <p><input type="text"/></p> <p>Signature</p> <p>This section is to be signed and dated on your printed version.</p> <p>Date DD MM YYYY</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Home address</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p>Postcode</p> <p><input type="text"/></p> <p>Country</p> <p><input type="text"/></p> <p>Phone number including international dialling code (if outside the UK)</p> <p><input type="text"/></p> <p>National Insurance number (UK only) ?</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>National Identity card number (If outside the UK) ?</p> <p><input type="text"/></p>

Two existing trustees or Authorised Officials must sign the declaration to confirm that the information on the form is correct.

A proposed new Responsible Person or Authorised Official must not make the declaration or sign in this box.

If a new Responsible Person or Authorised Official signs the declaration the form will be returned to you.

The people signing the form must give their National Insurance Number (or identity card number where relevant).

If they don't have a National Insurance Number, you must send documents with the form to verify the identity of the individual.

One of these must be a copy of the page of a passport with a photograph of the person, or other similar photo identification, and the other must be a document to confirm that person's home address such as a utility bill.



Get it right - Don't waste time...

Did you know that highest cause for rejection of a Variation form is because the wrong person signs the declaration.

Remember...

Two existing (i.e. those who HMRC have been previously notified of) Responsible Persons or Authorised Officials must sign the declaration.

To help us process your form as quickly as possible, please indicate which sections of the form you have completed by clicking on the relevant box.

When you have completed this form

Please indicate below which sections on the form you have completed by ticking the appropriate boxes *

Please note that when you print the form only those sections you have ticked below will print out.

This saves paper and makes the form easier to process.

Changes to the charity (boxes 9 to 11)	<input type="checkbox"/>	Changes to the bank or building society account details (boxes 30 to 35)	<input type="checkbox"/>
Changes to the authorised officials details (boxes 12 to 20)	<input type="checkbox"/>	Changes to nominees and collection agency details (boxes 36 to 53)	<input type="checkbox"/>
Changes to a responsible persons details (boxes 21 to 29)	<input type="checkbox"/>	Any other changes (boxes 54 to 55)	<input type="checkbox"/>

Any other amendments made to the form after you have printed it will not be accepted. If you need to make any changes you will need to amend the form on your computer and then print off a new version.

Please print your completed form and send to:

HMRC Charities, Variations team, St John's House, Merton Road, Liverpool, L75 1BB.