



## **Guide to Form 3: Contribution received directly from a Landfill Operator**

**Notifying ENTRUST of the receipt of a contribution  
through ENTRUST online (EOL)**

**January 2017**

## 1. Introduction

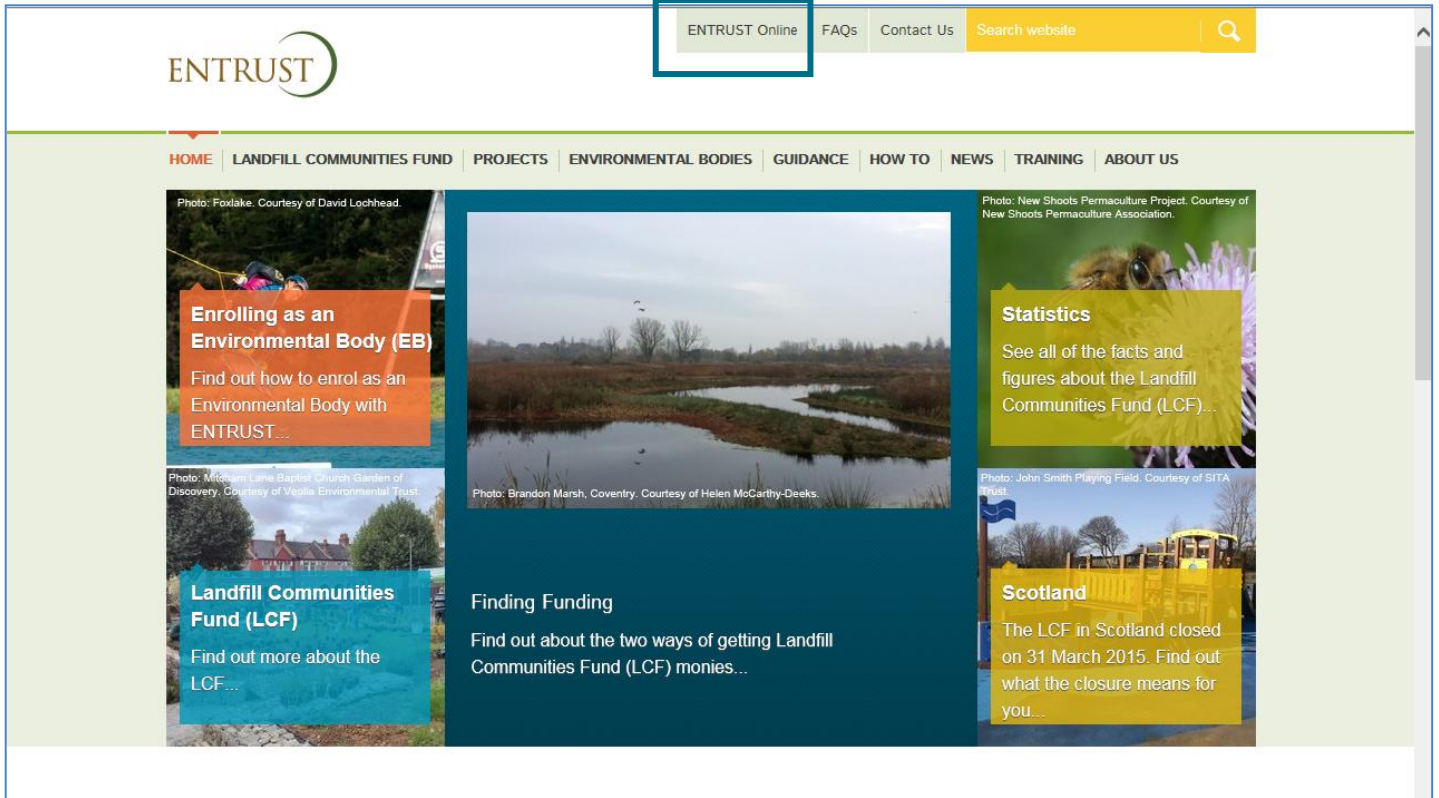
- 1.1 It is a requirement for all Environmental Bodies (EBs) who receive a qualifying contribution to declare the funds to us within seven days of receipt. This declaration then prompts the issue of our invoice to your EB for the payment of the levy arising from the contribution.
- 1.2 You can submit your declaration either online through [ENTRUST online \(EOL\)](#) or if using a [paper form](#) you should make sure you have the latest version, which can be downloaded from our website at [www.entrust.org.uk/need-help/submitted-forms/forms/](http://www.entrust.org.uk/need-help/submitted-forms/forms/)
- 1.3 The most effective and quickest way to submit a contribution notification is through EOL as:
  - the form is simple to complete;
  - we receive it immediately;
  - you will receive an email with a pro-forma invoice attached confirming your submission of the declaration; and
  - you can immediately see the submitted contribution on your EB contributions record within EOL.
- 1.4 This guide provides you with the steps you should follow when submitting your contribution notification using EOL.

## 2. Registering to use EOL

- 2.1 A user logon is required to access EOL. If you are not set up as a user there are two ways this can be done:
  - 2.1.1 The main contact at your EB can set you up.
  - 2.1.2 A request can be made to our Registrations team via email [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk) or telephone 01926 488 300.
- 2.2 Once you have been set up as a user you will receive an email confirming your password.

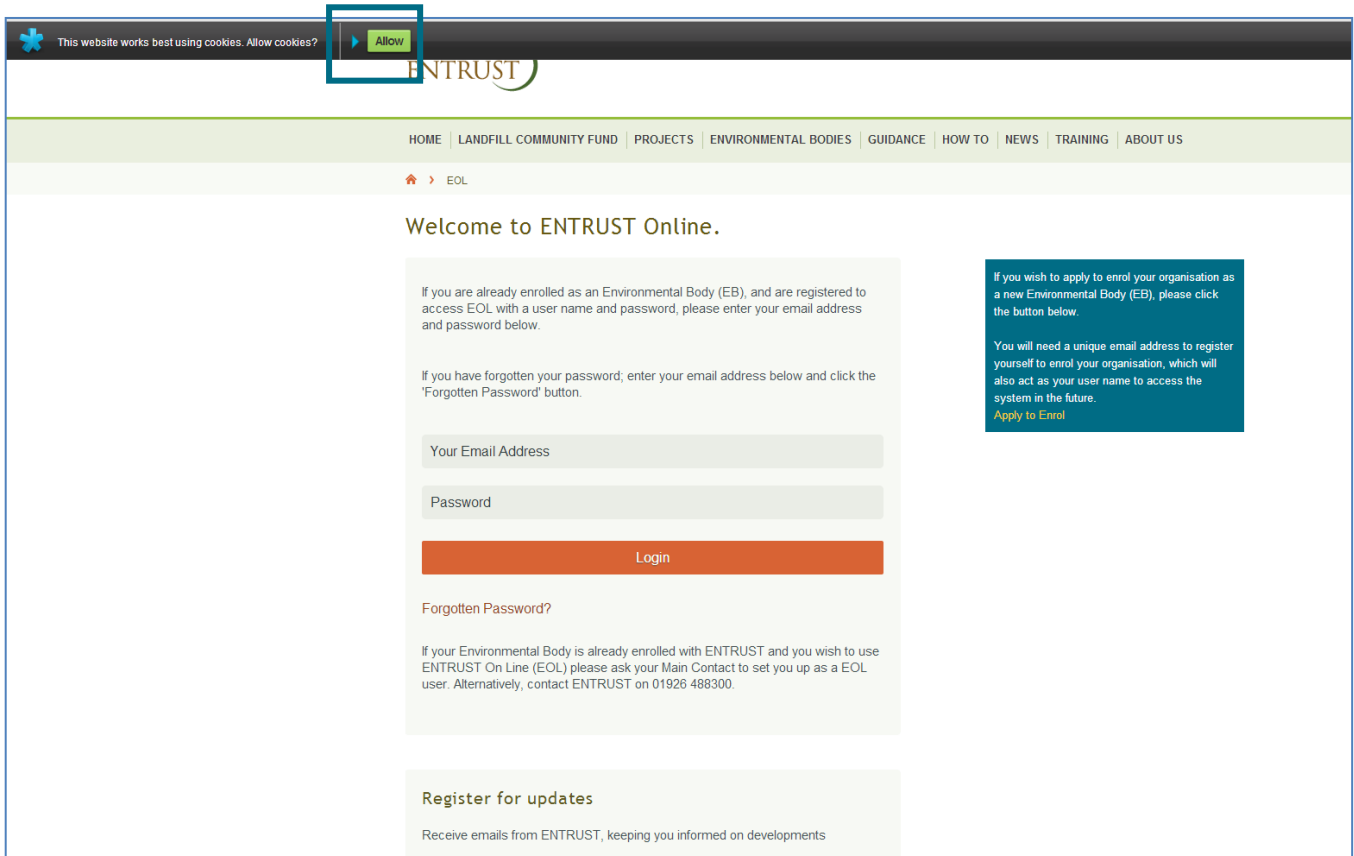
## 3. Login to EOL

- 3.1 You can log on using <http://eol.entrust.org.uk/> or through our website link [www.entrust.org.uk](http://www.entrust.org.uk) and click on the 'ENTRUST online' at the top of the website home page as illustrated below.

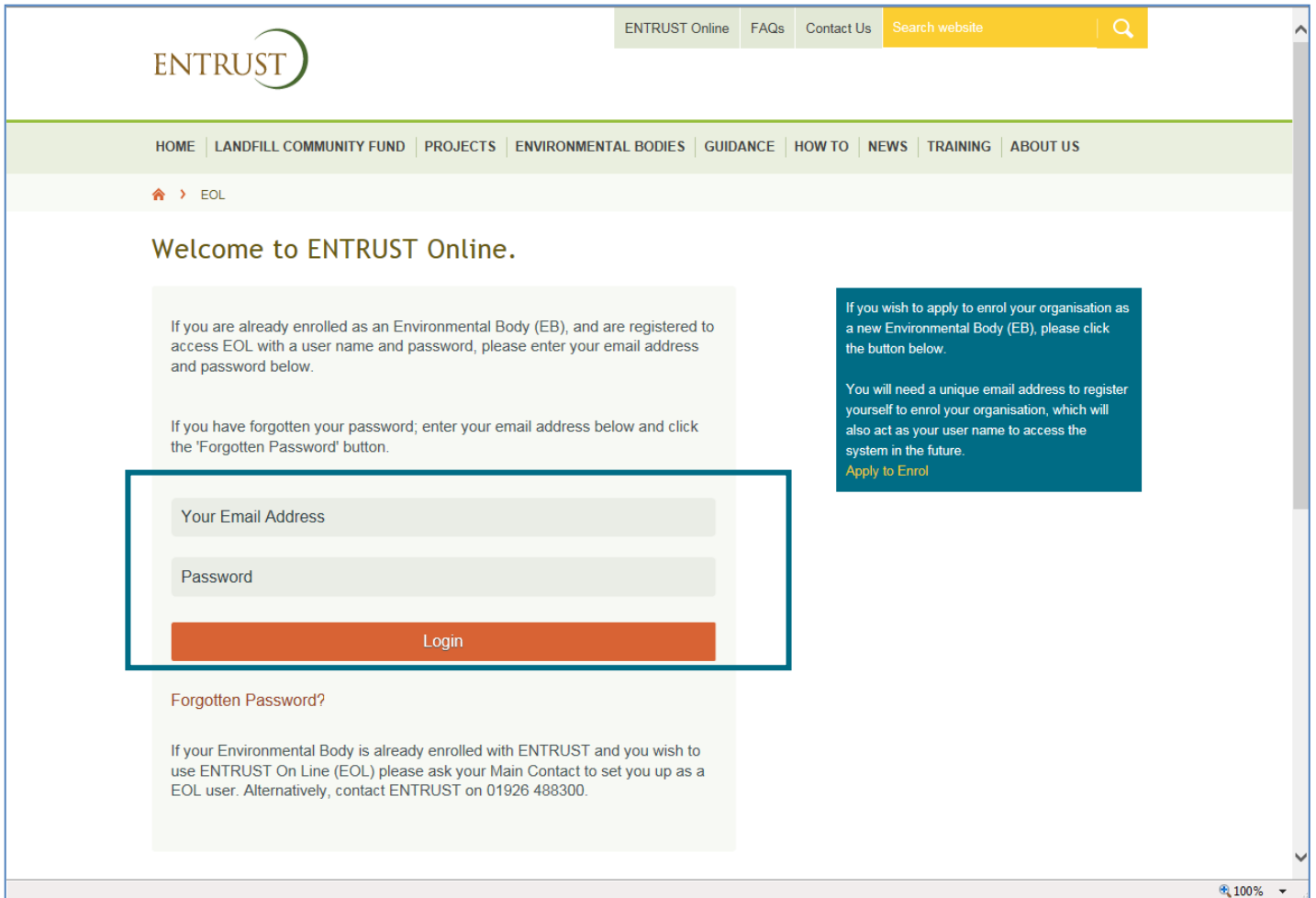


3.2 You will then be directed to the EOL login page.

3.3 If this is the first time you have visited EOL on your computer please ensure you click on the 'Allow' button at the top of the page to allow cookies before attempting to login. You will only need to do this once.



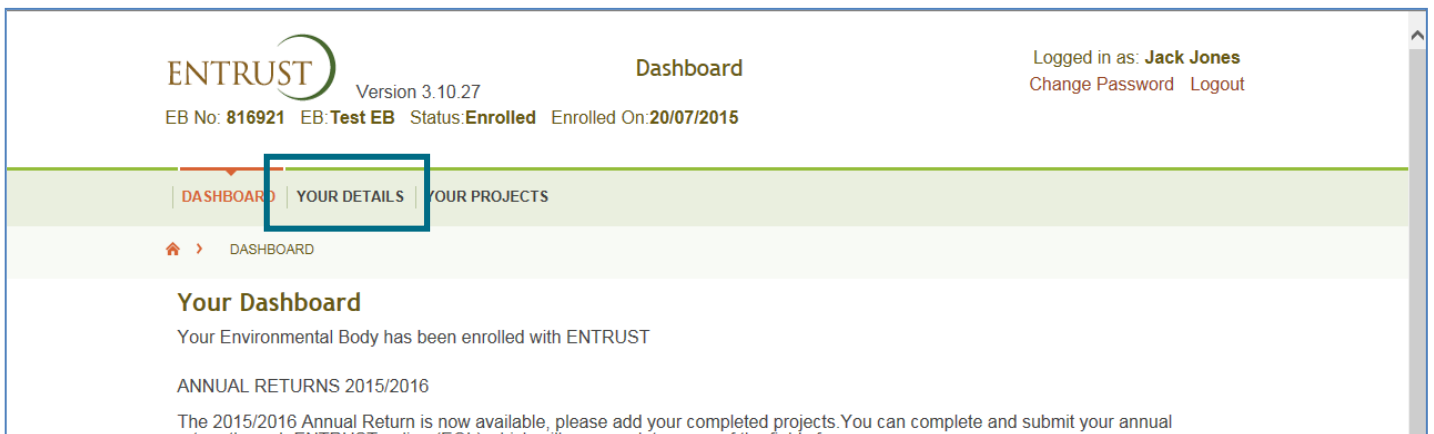
3.4 Enter your email address and password in the appropriate box and click on 'Login'.



3.5 You will be taken to the dashboard for your EB.

## 4. Submit a contribution notification

4.1 From your dashboard click on 'YOUR DETAILS' which will take you to your EB's home page, then click on 'CONTRIBUTION'.



4.2 This will then take you to the contribution page. To start entering a new contribution notification click on 'Add Contribution'.

4.3 You will then be taken to the contribution notification form as shown below. To submit your form you will need the following information:

- the name of the Landfill Operator (LO) who provided the contribution;
- the date you received the contribution either into your bank account or by cheque;
- the amount of the contribution; and
- whether the LO requires a Contributing Third Party (CTP) payment and if so, how much. An estimate can be provided if necessary.

The form does provide you with the facility to enter other information such as the project number, what the contribution is being spent on and details of the organisation which is making a third party contribution (if applicable). If you have this other information available then please enter it as part of your submission. If this information is not available you can submit the contribution details and provide the other information at a later date. Submitting the other information at a later date **will not** be considered a breach of the Regulations.

### Declare Contribution from Landfill Operator

Landfill Operator:    Year:   Levy Rate(%):  Amount:  Project Number:

Date Received:   Date Submitted:   What is this Contribution being spent on?

#### INVOICE DETAILS (For ENTRUST Use Only)

Invoice Number:  Invoice Amount:  Invoice Date:   Payment Date:   Payment Ref.:

#### Landfill Operator requesting CTP

Has the Landfill Operator requested a CTP payment for this contribution? \* required Yes  No

What is the value of the CTP payment requested by the Landfill Operator

#### Contributing Third Party (CTP) Information

If there are other contributions from third parties, linked to this contribution, please enter them here.

CTP Name:  CTP Amount:  CTP Address:

No Results Found

#### 4.4 Enter the following information on the form:

- **Landfill Operator:** There are two ways to enter the LO name:
  1. Enter the **first three letters of the name of the LO** in the box and click 'Find'. This will automatically find and select the LO (Note: there may be more than one LO starting with the same three letters and therefore the wrong LO may get selected, if this happens just use the drop down list and select the correct LO). Always ensure that a LO is selected from the drop down list; simply typing in the name will not work.
  2. Click on the 'Find' button and use the drop down list to select the correct LO.
- **Year:** This is the ENTRUST financial year in which you received the contribution. ENTRUST's financial year runs from 1 April to 31 March so if you received a qualifying contribution on 20 March 2016 the year to select would be 2015/2016, if received on 20 April 2016 the year to select would be 2016/2017. It is important that you select the correct financial year as this will determine the percentage of levy fee payable on your contribution.
- **Levy Rate:** The system will automatically populate the levy rate applicable to the contribution based on the year selected as mentioned above. We will invoice you within seven days of receiving the submission form for a levy payment based on the percentage rate for that financial year.
- **Contribution Amount:** This is the total amount you have received from the LO as a qualifying contribution (**please do not enter commas or a pound sign as part of the amount**).
- **Date contribution received:** This is the actual date you received the contribution into your bank account if you received it by BACS, or the date you received the cheque in the post.
- **Date contribution submitted:** This will be populated automatically with the date you complete the form.

- **Whether the Landfill Operator requires a CTP payment:** You will need to answer Yes or No. If you respond Yes you will need to populate the amount in the box provided. If you are not sure how much the CTP payment is please forecast this amount.

**Landfill Operator requesting CTP**

Has the Landfill Operator requested a CTP payment for this contribution? \* required Yes  No

What is the value of the CTP payment requested by the Landfill Operator

[Return to Listing](#)
[Submit](#)
[Print](#)

- **Non-mandatory information:** Provide details relating to what the contribution will be spent on and information relating to the organisations or people making the CTP payment to the LO, if available.

4.5 When you have completed all of the data and are happy that the information is correct then click on Submit. If you have entered any information incorrectly a warning message will appear at the top of the screen. If all information has been entered correctly a message will appear at the top of the page to inform you that the page was saved successfully.

**⚠ Please Note: Only the CTP information will be amendable after the contribution has been submitted.**

**Declare Contribution from Landfill Operator**

Landfill Operator:  [Find](#) i
 Year:  v [Select](#)
 Levy Rate(%): 
 Amount: 
 Project Number:

Date Received:  c
 Date Submitted:  c
 What is this Contribution being spent on?  i

**INVOICE DETAILS (For ENTRUST Use Only)**

Invoice Number: 
 Invoice Amount: 
 Invoice Date:  c
 Payment Date:  c
 Payment Ref:

**Landfill Operator requesting CTP**

Has the Landfill Operator requested a CTP payment for this contribution? \* required Yes  No

What is the value of the CTP payment requested by the Landfill Operator


[Return to Listing](#)
[Submit](#)
[Print](#)


**Contributing Third Party (CTP) Information**


If there are other contributions from third parties, linked to this contribution, please enter them here.

CTP Name: 
 CTP Amount: 
 CTP Address: 
[Save CTP](#)

No Results Found

 > DASHBOARD > CONTRIBUTION

 Page Information Saved

 Please Note: Only the CTP information will be amendable after the contribution has been submitted.

Declare Contribution from Landfill Operator

- 4.6 An email will also be sent automatically with a pro-forma invoice attached informing you that the contribution notification has been received by us. Please retain a copy of this email for your records. Please note an actual invoice will be raised and emailed to you within seven days from receipt of a contribution notification. You have the choice to either make payment upon receiving the pro-forma invoice or to pay within 14 days from receipt of actual invoice. Failing to pay within 14 days of receipt of the actual invoice will result in a breach of the Regulation 33A(1)(j) of the Landfill Tax Regulations 1996 and may lead to enforcement action.
- 4.7 Please note once a contribution has been submitted you will not be able to make any changes/amendments to the submission other than entering details, if applicable, about the people or organisations providing the CTP payment. This is the name and address of the payee(s) and the value of the payment (as below). Please see section 5 on how to submit this information at a later date.

**Contributing Third Party (CTP) Information**  
 If there are other contributions from third parties, linked to this contribution, please enter them here.

CTP Name:  CTP Amount:  CTP Address: 
**Save CTP**

No Results Found

- 4.8 To make any other changes/amendments you will need to write to us with your request at [finance@entrust.org.uk](mailto:finance@entrust.org.uk).

## 5. Providing additional information

- 5.1 If, at a later date, you are able to provide details about the people or organisations providing the CTP payment to the LO then log in to EOL as normal and go to the contributions screen as detailed above. The information that can be provided is the name and address of the payee and the value of the CTP payment.
- 5.2 To locate the contribution notification form to which the CTP relates to, set the date range to the period when you submitted your contribution notification and click on search. This will then bring up a listing of all the contribution notifications your EB submitted between the selected dates.
- 5.3 Identify the relevant contribution notification from the list and click on 'Edit' to the right of the page. This will take you into your previously submitted form where you can enter the additional information. Enter the CTP information and then click on 'Save CTP'. You can enter more than one CTP (if applicable).





Please Note: Only the CTP information will be amendable after the contribution has been submitted.

### Declare Contribution from Landfill Operator

Landfill Operator:  Find Year: 2016/2017  Levy Rate(%):  Amount:  Project Number:

Date Received:  Date Submitted:  What is this Contribution being spent on?

### INVOICE DETAILS (For ENTRUST Use Only)

Invoice Number:  Invoice Amount:  Invoice Date:  Payment Date:  Payment Ref.:

### Landfill Operator requesting CTP

Has the Landfill Operator requested a CTP payment for this contribution? \*required Yes  No

What is the value of the CTP payment requested by the Landfill Operator

### Contributing Third Party (CTP) Information

If there are other contributions from third parties, linked to this contribution, please enter them here.

CTP Name:  CTP Amount:  CTP Address:

No Results Found

- 5.4 Once you have finished entering all of your additional information click on 'Submit' which will finalise the entry but not treat the form as a new contribution notification.
- 5.5 You may also notice that the invoicing information has been added on your notification. This data is input by the ENTRUST Finance team and provides you with details of the invoice number, levy amount, when it was issued and when we received the payment from you.

## 6. Difficulties submitting your contribution

- 6.1 If you have any problems submitting a contribution notification form please contact the Finance team as soon as possible on 01926 488 320 to ensure your EB complies with the submission timescales as detailed in the Regulations.
- 6.2 If you cannot contact us, particularly outside of normal working hours or at the weekend (note that our office is open Monday to Friday 9am – 5pm), and you are concerned you will miss the deadline for submission you can [download and complete a Word version of the form from our website](#) and email it to [finance@entrust.org.uk](mailto:finance@entrust.org.uk)