



## **Guide to completing a nil Form 4: Statutory Annual Return**

**Submitting a nil return through ENTRUST online (EOL)**

## 1. Introduction

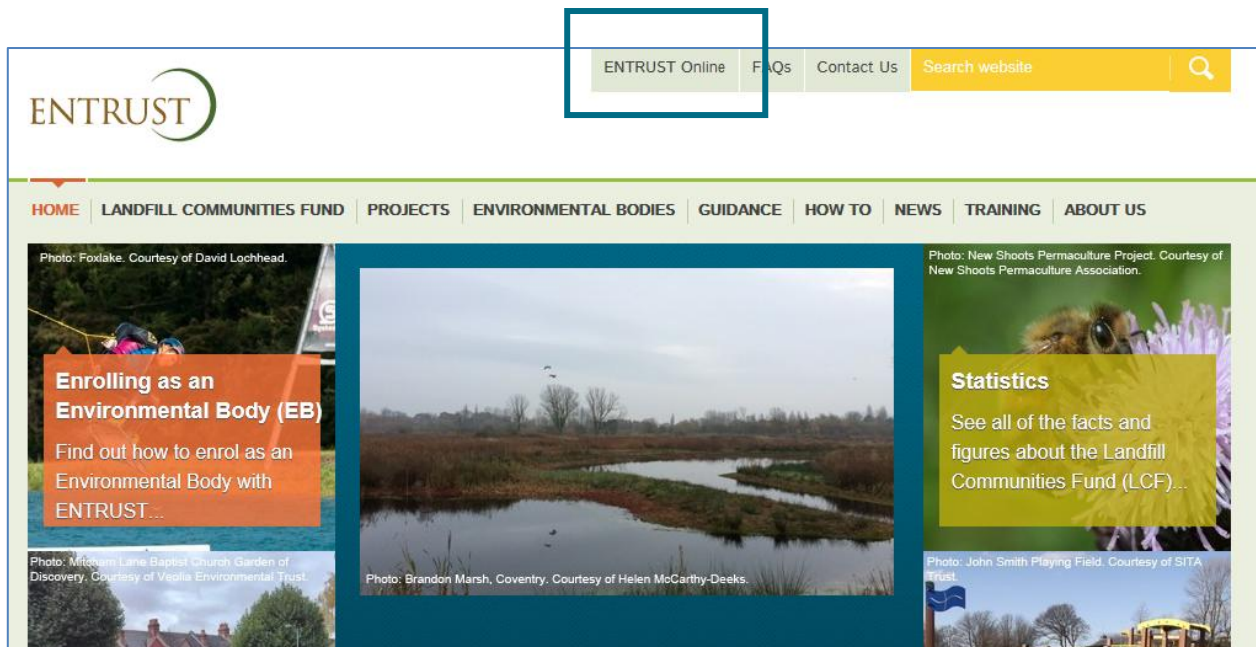
- 1.1 It is a requirement for all Environmental Bodies (EBs) to submit an Annual Return (Form 4) to ENTRUST by 28 April each year, **regardless** of whether you have received or spent any Landfill Communities Fund (LCF) monies during the reporting period (1 April – 31 March). This requirement is contained in the Landfill Tax Regulations 1996 (Regulations) and not submitting your form by 28 April in each year is a breach of the Regulations.
- 1.2 The easiest way to submit your Form 4 to us is through ENTRUST online (EOL) as the form is simple to complete and we receive it immediately.
- 1.3 This guide explains the steps you should follow to submit your nil return to us using EOL. A nil return is applicable if an EB has a nil balance and there has been no expenditure during the year. If you have any problems submitting your Annual Return please contact the Compliance team on 01926 488 311. There is a separate guide to completing a return when an EB has held funds and/or incurred expenditure which can be found on the [Training Resources](#) page of our website.

## 2. Registering to use EOL

- 2.1 To use EOL you need to have login details to access the system. If you do not have login details, speak to the main contact of your EB who can set you up as an EOL user. You will need an email address. When they have done this you will receive an email confirming your password.
- 2.2 If your EB's main contact is unable to do this for you then contact the Registrations team on 01926 488 300 or by emailing [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk) and they will be able to set you up as an EOL user.

## 3. Login to EOL

- 3.1 Go to [EOL](https://eol.entrust.org.uk/) ([eol.entrust.org.uk/](https://eol.entrust.org.uk/)).
- 3.2 Or got to our [website](https://www.entrust.org.uk) ([www.entrust.org.uk](https://www.entrust.org.uk)) and click on the link to ENTRUST online at the top of the website home page (see below).



3.3 You will then be taken to the EOL login page.

3.4 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. Cookies are small files that websites use to improve the usability of a site. You will only need to do this once.

https://eol.entrust.org.uk

This website works best using cookies. Allow cookies? [Allow](#)

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🏠 > EOL

Welcome to ENTRUST Online.

If you are already enrolled as an Environmental Body (EB), and are registered to access EOL with a user name and password, please enter your email address and password below.

If you have forgotten your password, enter your email address below and click the 'Forgotten Password' button.

Your Email Address

Password

Login

Forgotten Password?

If your Environmental Body is already enrolled with ENTRUST and you wish to use ENTRUST On Line (EOL) please ask your Main Contact to set you up as a EOL user. Alternatively, contact ENTRUST on 01926 488300.

Register for updates

Receive emails from ENTRUST, keeping you informed on developments

If you wish to apply to enrol your organisation as a new Environmental Body (EB), please click the button below.

You will need a unique email address to register yourself to enrol your organisation, which will also act as your user name to access the system in the future.

[Apply to Enrol](#)

3.5 Enter your email address (user name) and password in the appropriate box and click on 'Login'.

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Apply to Enrol

- 3.6 You will be taken to the dashboard for your EB. The dashboard is the main page for your EB and contains links to all the functions available to an EB.

## 4. Submit a nil return

- 4.1 From your dashboard click on 'Your Details' which will take you to your EB's home page, then click on 'Annual Returns'.

ENTRUST Version 3.10.40 RC2

EB No: 121834 EB: Amenity Trust Status: Enrolled Enrolled On: 10/06/2016

DASHBOARD | YOUR DETAILS | YOUR PROJECTS

DETAIL | ANNUAL RETURNS | CONTRIBUTION | FUND TRANSFERS

Home > DASHBOARD > ANNUAL RETURNS

- 4.2 This will then take you to the 'Annual Returns' page. To start entering a new nil return click on the 'Begin a Nil Return' link. Please ensure that you are starting a return for the correct year. If you need to start a return outside of the current period use the dropdown menu and select 'Enter Previous Return'.

Version 3.10.40 RC2

EB No: **121834** EB: **Amenity Trust** Status: **Enrolled** Enrolled On: **10/06/2016**

**Annual Returns**

Logged in as: **Victoria Smythe**  
[Change Password](#) [Logout](#)

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### Annual returns for: 121834 - Amenity Trust

#### This years Return

Your return for 2016/2017 has not been started.

If there has been no activity for your EB this year, the system can speed things up by filling in the amounts for you. To do this click [Begin a Nil Return](#)

otherwise click [Begin return](#) for 2016/2017

**OR**

If you are entering an annual return that is not in compliance with the statutory return date or you are entering a return for a previous year please select the year in the list below and click 'Enter Previous Return'.

**Date Returned**

**Year**

Please Select 
[Enter Previous Return](#)

4.3 You will then be taken to your Form 4 (see below).

### 121834 - Amenity Trust -

**Income + Expenditure** **Breakdown by Project**

Please note, you will be asked to complete the Income & Expenditure form before you can make your submission. You may 'Save' at any time, and complete the submission later on.

Have there been any changes to your EBs Directors/Trustees for this period? **Yes** ☐ **No** ☐

Have there been any changes to your Governing Documents for this period? **Yes** ☐ **No** ☐

**Your Statutory Annual Return (Form 4) must be submitted by 28/04/2017**

#### Return for year 2016/2017

**Current Status: New**

Submitted By: 

Please Select

 On:

Date Returned: 

N/A

#### LCF Monies Held & Received - During the Period

LCF monies held at start of period:	<div><input type="text"/> 0.00</div>	Funds at last period end:	<a href="#">Agree</a> <a href="#">Disagree</a> 0.00
Contributions received:	<div><input type="text"/> 0.00 </div>	Declared by EB	<a href="#">Agree</a> <a href="#">Disagree</a> 0.00
Transfers received:	<div><input type="text"/> 0.00 </div>	Declared by other EB's	<a href="#">Agree</a> <a href="#">Disagree</a> 0.00
Other income derived from LCF monies:	<div><input type="text"/> 0.00</div>	Bank Interest:	<div><input type="text"/> 0.00 </div>
		Sale of LCF Assets:	<div><input type="text"/> 0.00 </div>
		Other charges:	<div><input type="text"/> 0.00 </div>
<b>Total LCF monies held or received during the period:</b>	<div><input type="text"/> 0.00 </div>		

#### LCF Expenditure - During the Period

Administration/Running costs:	<div><input type="text"/> 0.00 </div>	
Levy payments made to ENTRUST:	<div><input type="text"/> 0.00 </div>	
Expenditure on projects where your EB holds the approval:	<div><input type="text"/> 0.00 </div>	<a href="#">Next</a>
Expenditure on projects where another EB holds the approval:	<div><input type="text"/> 0.00 </div>	<a href="#">Next</a>

If you have entered project expenditure in either box please ensure that you complete your project breakdown sheet.



- 4.9 Check that you have completed all of the form and scroll to the bottom of the page and click on the 'Reconcile' button.

How much funding is committed to the projects that have already been approved by ENTRUST:	<input type="text" value="0.00"/>	
How much funding is committed to projects that have been approved by your organisation, but not yet registered with ENTRUST? Do not include any details relating to programmes or regions as these do not relate to any approved projects.	<input type="text" value="0.00"/>	
How much is retained to provide for winding up your EB:	<input type="text" value="0.00"/>	
<b>Total LCF monies committed:</b>	<input type="text" value="0.00"/>	
<b>Total LCF monies un-committed:</b>	<input type="text" value="0.00"/>	

**Reconcile** Save Back Print PDF Print Excel

- 4.10 The following message will appear on your screen once you have submitted the form to us. In addition once completed you will receive an email confirming submission of your return to ENTRUST.

DASHBOARD | YOUR DETAILS | YOUR PROJECTS

» DASHBOARD »

**Your Annual Return was reconciled and submitted successfully**

**Submission Complete**

Your annual return has been reconciled and submitted to ENTRUST.

Click [Here](#) to go back to the Annual Return listing

OR

Click [Here](#) to return to your dashboard

## 5 Difficulties submitting your Annual Return

- 5.1 If you have any problems submitting your Annual Return please contact the Compliance team as soon as possible on 01926 488 311. Our guidance can also be found on our [website](#).
- 5.2 If you cannot contact us, particularly outside of normal working hours (note that our office is open Monday to Friday, 9am – 5pm) or at the weekend, 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 [compliance@entrust.org.uk](mailto:compliance@entrust.org.uk).