



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

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

**September 2021**

# 1. Introduction

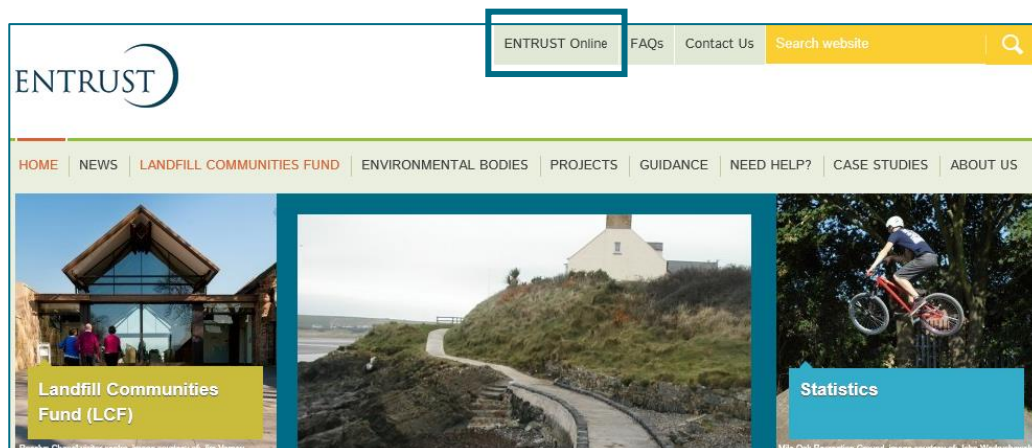
- 1.1 It is a requirement for all Environmental Bodies (EBs) who receive a qualifying contribution to declare the funds to us within seven days of receipt. This declaration then prompts the issue of our invoice to your EB for the payment of the levy arising from the contribution.
- 1.2 You must submit your declaration online through [ENTRUST online \(EOL\)](#).
- 1.3 Submitting a contribution notification through EOL has the following benefits:
  - 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. If you already know how to log-in to EOL please log in as usual and go to section 4.

# 2. Registering to use EOL

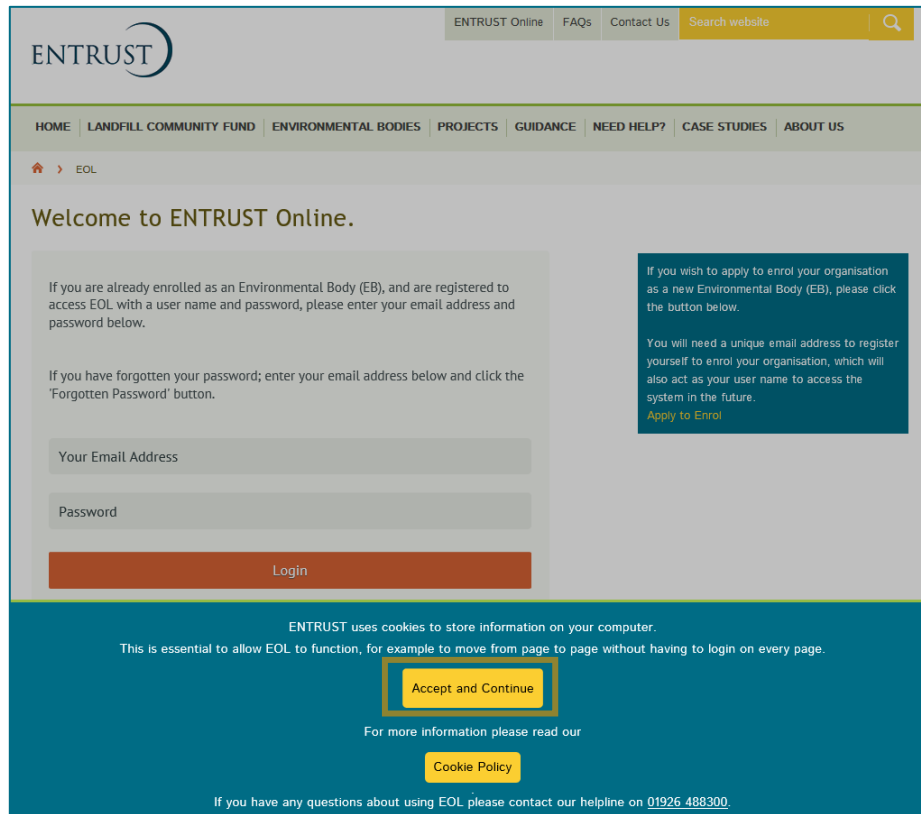
- 2.1 A user logon is required to access EOL. If you are not set up as a user there are two ways this can be done:
- 2.2 The main contact at your EB can set you up.
- 2.3 A request can be made to our Registrations team via email [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk) or telephone 01926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

# 3. Login to EOL

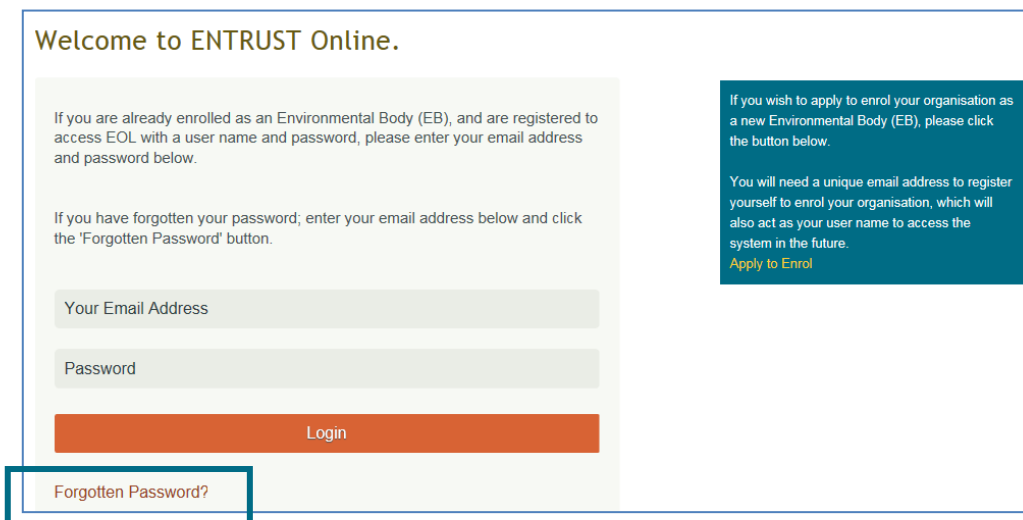
- 3.1 You can log on using <http://eol.entrust.org.uk/> or through our website link [www.entrust.org.uk](http://www.entrust.org.uk) and click on the 'ENTRUST online' at the top of the website home page as illustrated below.



- 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 you will need to click on the 'Accept and Continue' button at the bottom of the page to allow cookies before attempting to login. You will need to do this every 90 days. For more information on Cookies and how EOL uses them please visit our [Cookie Policy](#).



- 3.4 Enter your email address and password in the appropriate box and click on 'Login'. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.



- 3.5 Once logged in 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'.

The screenshot shows the ENTRUST Dashboard. At the top left is the ENTRUST logo. The page title is "Dashboard". On the top right, it says "Logged in as: David Smith" with links for "Change Password" and "Logout". Below this is a green header bar with user information: "EB No: 186245 EB: Test Server Rugby Club Telephone: 222222 Status: Enrolled Enrolled On: 28/09/2021". A navigation menu includes "DASHBOARD", "YOUR DETAILS" (highlighted with a blue box), "YOUR PROJECTS", and "YOUR DOCUMENTS". Below the menu is a "Your Dashboard" section with a notice about statutory annual returns due by 28 April 2021 and information about project application forms and the current levy rate of 2.91%.

The screenshot shows the ENTRUST Detail page. The page title is "Detail". It features the same user information and navigation menu as the dashboard. The "CONTRIBUTION" option in the navigation menu is highlighted with a blue box. Below the navigation menu is a yellow warning box: "⚠ This page is currently set to read only. You can however amend the contact address details." Below the warning is the heading "186245 - Test Server Rugby Club - Enrolled".

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


The screenshot shows the ENTRUST Contribution page. The page title is "Contribution". It features the same user information and navigation menu. The "CONTRIBUTION" option in the navigation menu is highlighted with a blue box. Below the navigation menu is a "Search Contributions" section with a form containing fields for "Landfill Operator", "Date From" (01/04/2021), "Date To" (31/03/2022), and "Invoice No". At the bottom right of the form is a blue box around the "Add Contribution" button, along with "Clear" and "Search" buttons.

4.3 You will then be taken to the contribution notification form as shown below, to submit the 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. To amend this at a later date please email: [finance@entrust.org.uk](mailto:finance@entrust.org.uk)




The form does provide you with the facility to enter other information such as the project number and what the contribution is being spent on. If you have this other information available then please enter it as part of your submission. This information is not mandatory and not submitting it **will not** be considered a breach of the Regulations.

[Read our guide on how to complete this form](#)



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

### Declare Contribution from Landfill Operator

Landfill Operator:	Year:	Levy Rate(%):	Amount:	Project Number:
<input type="text"/> <a href="#">Find</a> 	2021/2022 <input type="button" value="Select"/>	2.91	<input type="text"/>	<input type="text"/>

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.
<input type="text"/>	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/>

### 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](#)

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 2021 the year to select would be 2020/2021, if received on 20 April 2021 the year to select would be 2021/2022. 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, if known.

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. On this page you can also opt to download or print a copy of your form by clicking the 'Print' button.



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

### Declare Contribution from Landfill Operator

Landfill Operator:  [Find](#)  Year:  [Select](#) 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


[Return to Listing](#)

[Submit](#)

[Print](#)

[Home](#) > [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 further action.
- 4.7 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).
- 4.8 If you have any problems submitting a contribution notification form please contact the Finance team as soon as possible on 01926 488 300 to ensure your EB complies with the submission timescales as detailed in the Regulations.

**ENTRUST**

**September 2021**