



Guide to completing a nil Form 4: Statutory Annual Return

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

December 2020

1. Introduction

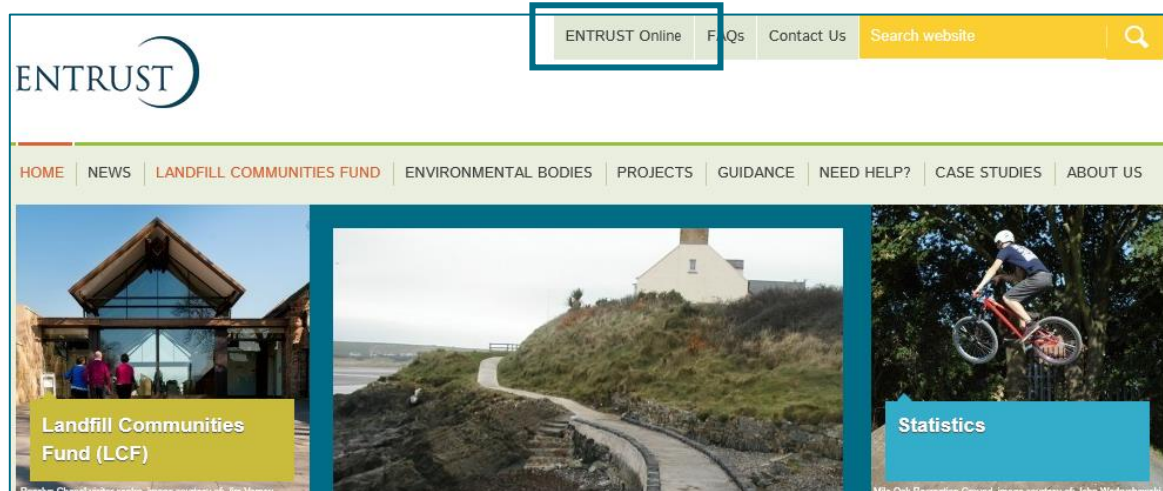
- 1.1 It is a requirement for all Environmental Bodies (EBs) to submit an Annual Return (Form 4) to ENTRUST by 28 April each year, **regardless** of whether you have received or spent any Landfill Communities Fund (LCF) monies during the reporting period (1 April – 31 March). This requirement is contained 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 This guide explains the steps you should follow to submit your nil return to us using ENTRUST online (EOL). A nil return is applicable if an EB has a nil balance and there has been no LCF income or expenditure during the year. If you have any problems submitting your Annual Return please contact the Compliance team on 01926 488 300 or compliance@entrust.org.uk. 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 [Form 4](#) 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. An EB's main contact and an EB's directors/trustees/governing members can submit the Form 4.
- 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 and they will be able to set you up as an EOL user.

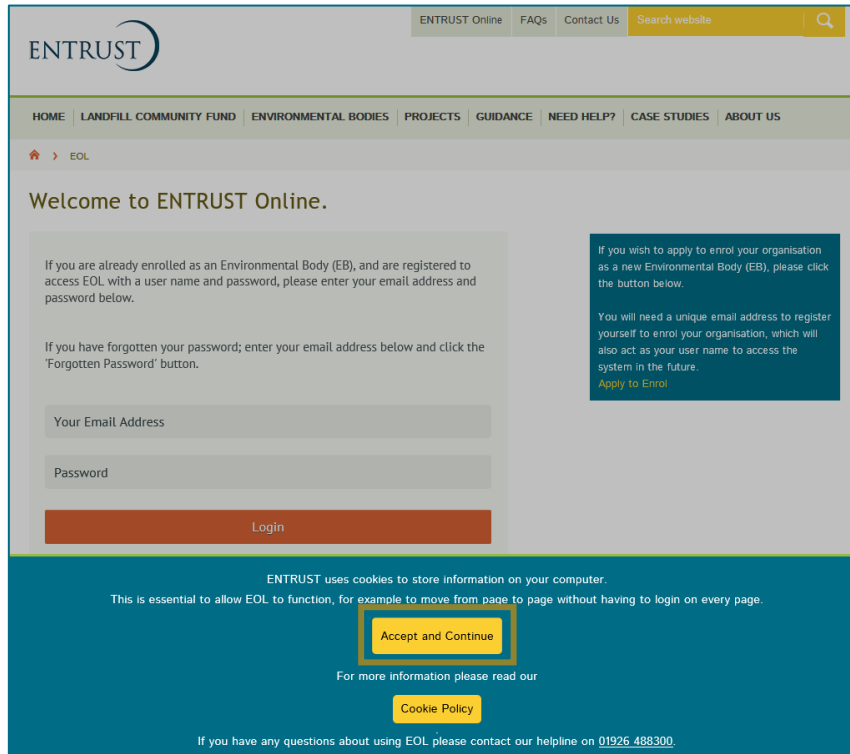
3. Login to EOL

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



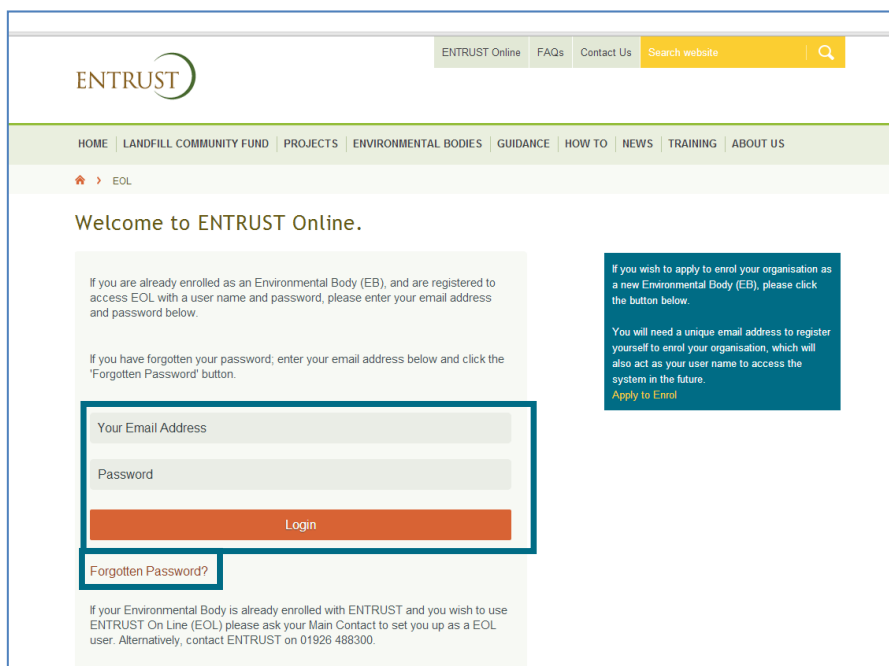
- 3.3 You will then be taken to the EOL login page.

- 3.4 If this is the first time you have visited EOL on your computer 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](#).



The screenshot shows the ENTRUST Online login page. At the top, there is a navigation bar with links for 'ENTRUST Online', 'FAQs', 'Contact Us', and a search box. Below this is a secondary navigation bar with links for 'HOME', 'LANDFILL COMMUNITY FUND', 'ENVIRONMENTAL BODIES', 'PROJECTS', 'GUIDANCE', 'NEED HELP?', 'CASE STUDIES', and 'ABOUT US'. The main content area is titled 'Welcome to ENTRUST Online.' and contains instructions for logging in. There are two input fields for 'Your Email Address' and 'Password', and a 'Login' button. A blue box on the right contains text about enrolling as a new Environmental Body (EB) and an 'Apply to Enrol' link. At the bottom, a dark blue banner contains a cookie consent message: 'ENTRUST uses cookies to store information on your computer. This is essential to allow EOL to function, for example to move from page to page without having to login on every page.' Below this banner is a yellow 'Accept and Continue' button, a link to the 'Cookie Policy', and a helpline number: 'If you have any questions about using EOL please contact our helpline on 01926 488300.'

- 3.5 Enter your email address (user name) 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.

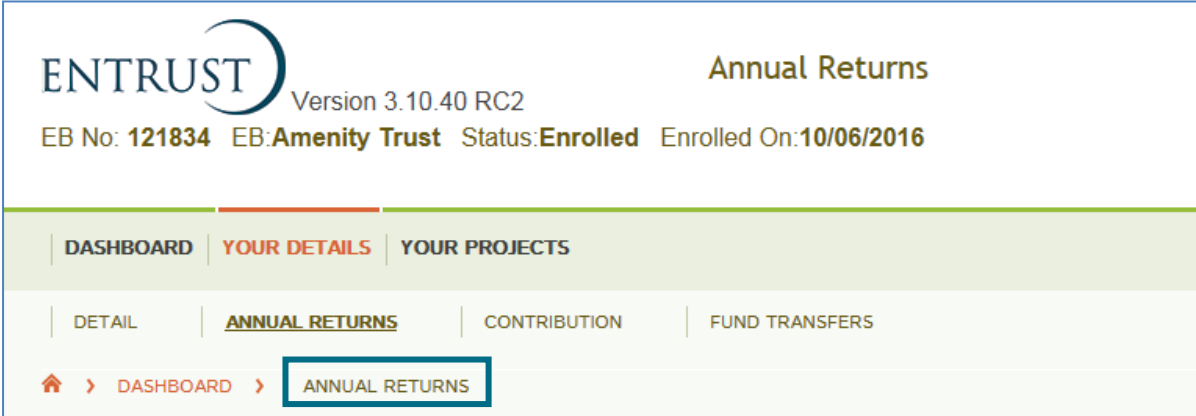


This screenshot is similar to the previous one but highlights the login form fields. A blue box surrounds the 'Your Email Address' and 'Password' input fields and the 'Login' button. Another blue box highlights the 'Forgotten Password?' link below the form. The rest of the page content, including the navigation bars and the 'Apply to Enrol' box, remains the same.

- 3.6 Having logged in 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.

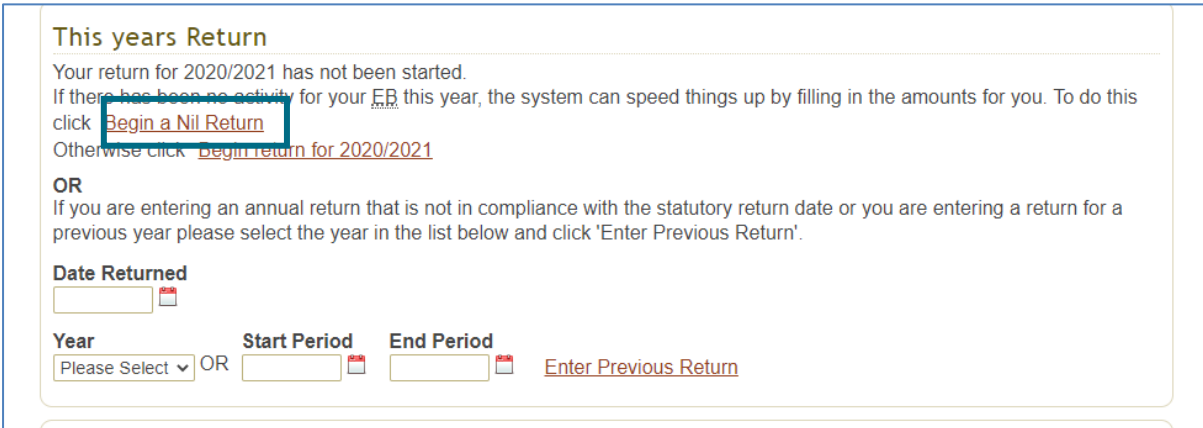
4. Submit a nil return

- 4.1 From your dashboard click on the link to 'Your Annual Return (Form 4)' or go to 'Your Details' then click on 'Annual Returns'.



The screenshot shows the top navigation area of the ENTRUST portal. The logo 'ENTRUST' is on the left, followed by 'Version 3.10.40 RC2'. On the right, it says 'Annual Returns'. Below this, user information is displayed: 'EB No: 121834 EB: Amenity Trust Status: Enrolled Enrolled On: 10/06/2016'. A horizontal menu contains 'DASHBOARD', 'YOUR DETAILS', and 'YOUR PROJECTS'. Below this, a sub-menu has 'DETAIL', 'ANNUAL RETURNS', 'CONTRIBUTION', and 'FUND TRANSFERS'. At the bottom, a breadcrumb trail shows a home icon, 'DASHBOARD', and 'ANNUAL RETURNS', with 'ANNUAL RETURNS' highlighted by a blue box.

- 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'.



The screenshot shows the 'This years Return' section of the portal. It contains the following text: 'Your return for 2020/2021 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 2020/2021](#)'. Below this, there is an 'OR' section with instructions: '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''. There are three input fields: 'Date Returned' with a calendar icon, 'Year' with a dropdown menu showing 'Please Select', 'Start Period' with a calendar icon, and 'End Period' with a calendar icon. A link 'Enter Previous Return' is positioned to the right of the 'End Period' field.

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

Current Status: Draft

Return for year 2020/2021

Submitted By: Please Select ! Started / Entrust Received:

Date Returned: N/A

LCF Monies Held & Received - During the Period

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

LCF Expenditure - During the Period

Administration/Running costs:	<input type="text" value="0.00"/>	!				
Levy payments made to ENTRUST:	<input type="text" value="0.00"/>	!				
Expenditure on projects where your <u>EB</u> holds the approval:	<input type="text" value="0.00"/>	!	Click here to enter breakdown of project expenditure			
Expenditure on projects where another <u>EB</u> holds the approval:	<input type="text" value="0.00"/>	!	Click here to enter breakdown of project expenditure			
LCF monies transferred to other <u>EB's</u> :	<input type="text" value="0.00"/>	!	Fund Transfers:	Agree	Disagree	0.00
Total LCF expenditure:	<input type="text" value="0.00"/>	!				
Total LCF monies held at the end of this period:	<input type="text" value="0.00"/>	!	This is the total monies held or received minus the total LCF expenditure for the project.			

- 4.4 Click on the drop down list next to the 'Submitted By' field. Select your name from the drop down list. **Please note that only a Main Contact or Director/Trustee whose details have been notified to us can complete the Annual Return.** The Date Returned field will be completed once you have submitted the annual return.

Current Status: Draft

Your Statutory Annual Return (Form 4) must be submitted by 28/04/2021

Return for year 2020/2021

Submitted By: Please Select ! Started / Entrust Received:

Date Returned: N/A

- 4.5 As you have not held or received any LCF monies within the period all of the fields will be pre-populated with 0.00. If they are not then enter '0.00' in the relevant fields manually. If you have received money or hold a balance please follow our guide to completing a full Annual Return, [available here](#).
- 4.6 You can also save your Annual Return at any time and the return will be saved as a 'Draft' version. You will still need to complete the return using the 'Reconcile and Submit' button as outlined below.

- 4.7 Check that you have completed all of the form and scroll to the bottom of the page and click on the 'Reconcile and Submit' button. You can also opt to download and print your form by clicking 'Print PDF'. There is also the option to print an Excel version of your form.

It is a statutory responsibility to ensure that records of your EB Governing Members and Governing Documents are kept up to date.

If there have been any changes to your Directors or Trustees please go to your Directors and Contacts section under Your Details on EOL and make the update. Please note only EB main contacts can make these changes.

If there have been any changes to your Governing Documents please email the current version to helpline@entrust.org.uk

Reconcile and Submit Save Back **Print PDF** Print Excel

- 4.8 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 488 300 or compliance@entrust.org.uk. Our guidance can also be found on our [website](#).

ENTRUST
December 2020