



Guide to completing a nil Form 4: Statutory Annual Return

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

July 2018

1. Introduction

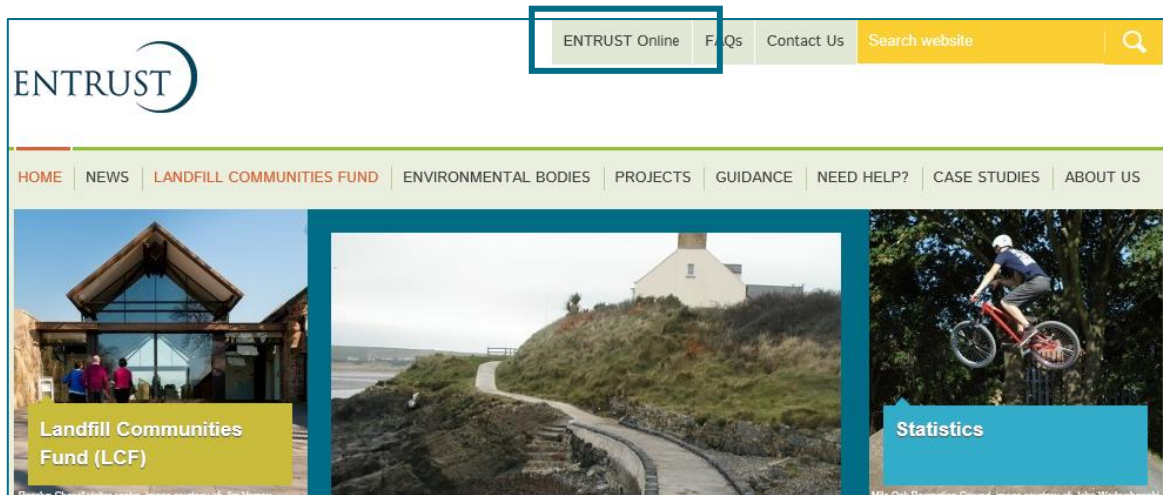
- 1.1 It is a requirement for all Environmental Bodies (EBs) to submit an Annual Return (Form 4) to ENTRUST by 28 April each year, **regardless** of whether you have received or spent any Landfill Communities Fund (LCF) monies during the reporting period (1 April – 31 March). This requirement is contained 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

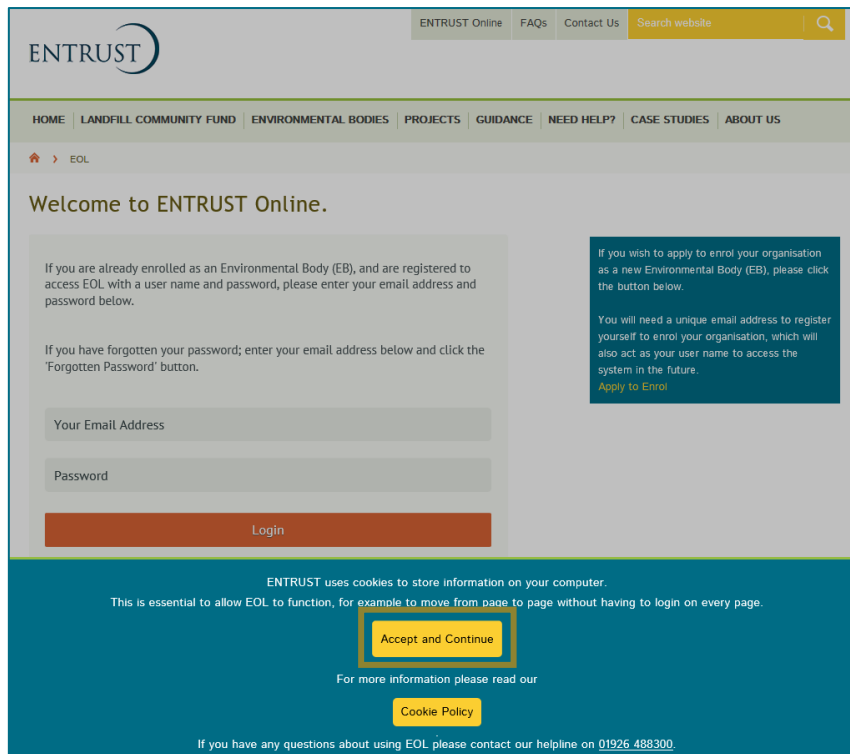
- 2.1 To use EOL you need to have login details to access the system. If you do not have login details, speak to the main contact of your EB who can set you up as an EOL user. You will need an email address. When they have done this you will receive an email confirming your password.
- 2.2 If your EB's 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 and they will be able to set you up as an EOL user.

3. Login to EOL

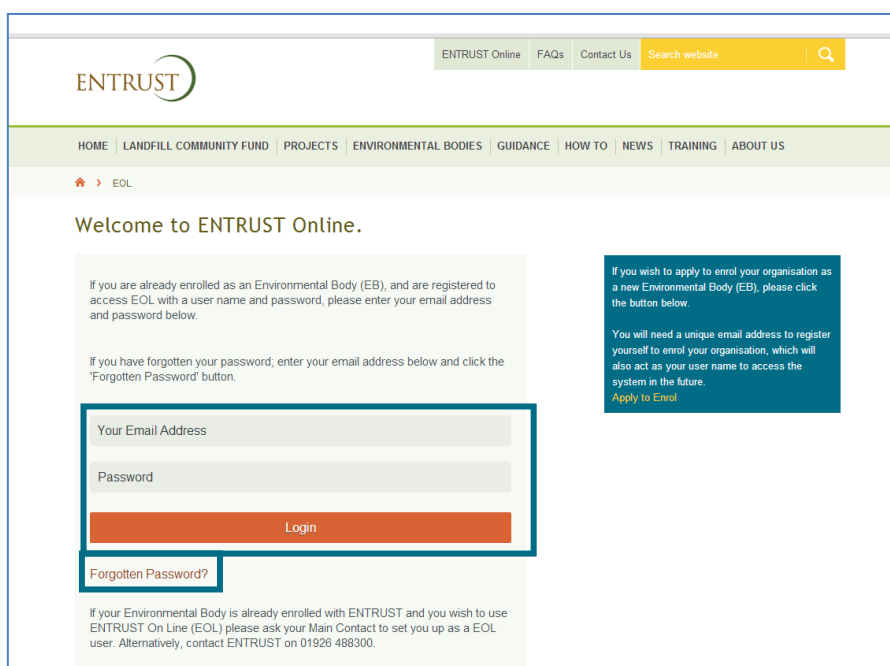
- 3.1 Go to [EOL](#) (eol.entrust.org.uk).
- 3.2 Or got to our [website](#) (www.entrust.org.uk) and click on the link to ENTRUST online at the top of the website home page (see below).



- 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](#).



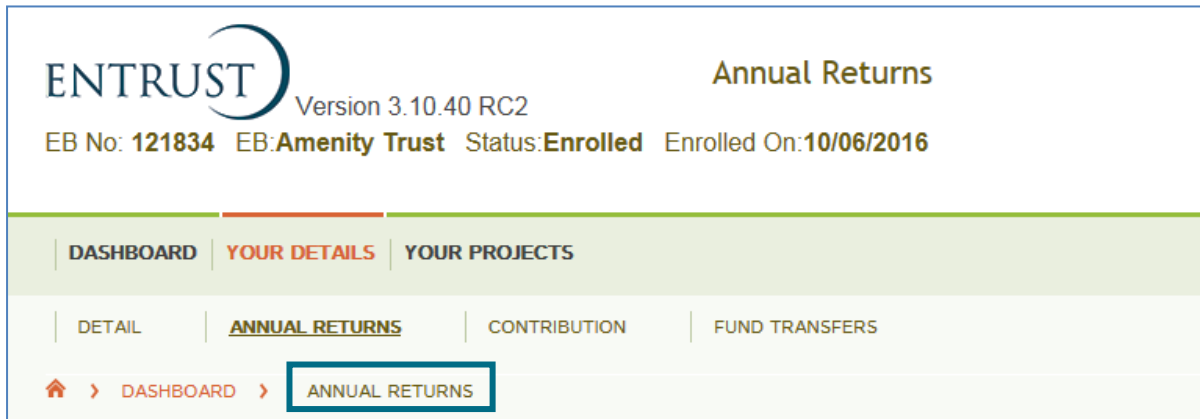
- 3.5 Enter your email address (user name) and password in the appropriate box and click on 'Login'. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.



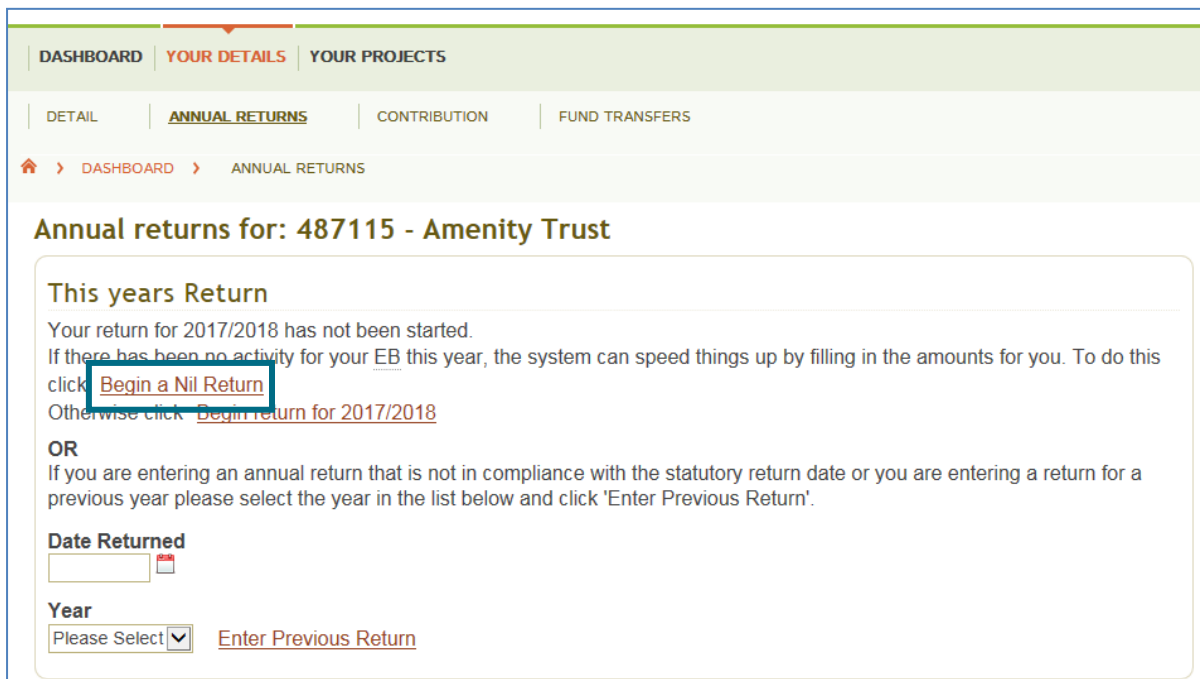
3.6 Having logged in you will be taken to the dashboard for your EB. The dashboard is the main page for your EB and contains links to all the functions available to an EB.

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'.



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'.



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

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

Income + Expenditure ➤ Breakdown by Project

Your Statutory Annual Return (Form 4) must be submitted by 28/04/2018

Return for year 2017/2018 Current Status: Draft

Submitted By: Please Select i

Date Returned: N/A

LCF Monies Held & Received - During the Period

| | | | | | |
|-------------------------------------|---|---|---------------------------|--|---|
| LCF monies held at start of period: | <input style="width: 90%;" type="text" value="0.00"/> | | Funds at last period end: | | Agree Disagree 0.00 |
| Contributions received: | <input style="width: 90%;" type="text" value="0.00"/> | i | Declared by EB | | Agree Disagree 0.00 |
| Transfers received: | <input style="width: 90%;" type="text" value="0.00"/> | i | Declared by other EB's | | Agree Disagree 0.00 |

| | | | | | |
|---------------------------------------|---|---|---------------------|---|---|
| Other income derived from LCF monies: | <input style="width: 90%;" type="text" value="0.00"/> | = | Bank Interest: | <input style="width: 90%;" type="text" value="0.00"/> | i |
| | | | Sale of LCF Assets: | <input style="width: 90%;" type="text" value="0.00"/> | i |
| | | | Other charges: | <input style="width: 90%;" type="text" value="0.00"/> | i |

Total LCF monies held or received during the period: 0.00 i

LCF Expenditure - During the Period

| | | | |
|--|---|---|--|
| Administration/Running costs: | <input style="width: 90%;" type="text" value="0.00"/> | i | |
| Levy payments made to ENTRUST: | <input style="width: 90%;" type="text" value="0.00"/> | i | |
| Expenditure on projects where your EB holds the approval: | <input style="width: 90%;" type="text" value="0.00"/> | i | Click here to enter breakdown of project expenditure |
| Expenditure on projects where another EB holds the approval: | <input style="width: 90%;" type="text" value="0.00"/> | i | Click here to enter breakdown of project expenditure |

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.

Your Statutory Annual Return (Form 4) must be submitted by 28/04/2018

Return for year 2017/2018 Current Status: Draft

Submitted By: Please Select i

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.

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 in paragraph 4.9 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 488 311. 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.