



## **Guide to Form 7: Transfer of monies between Environmental Bodies**

**Submitting a transfer through ENTRUST online (EOL)**

**January 2018**

## 1. Introduction

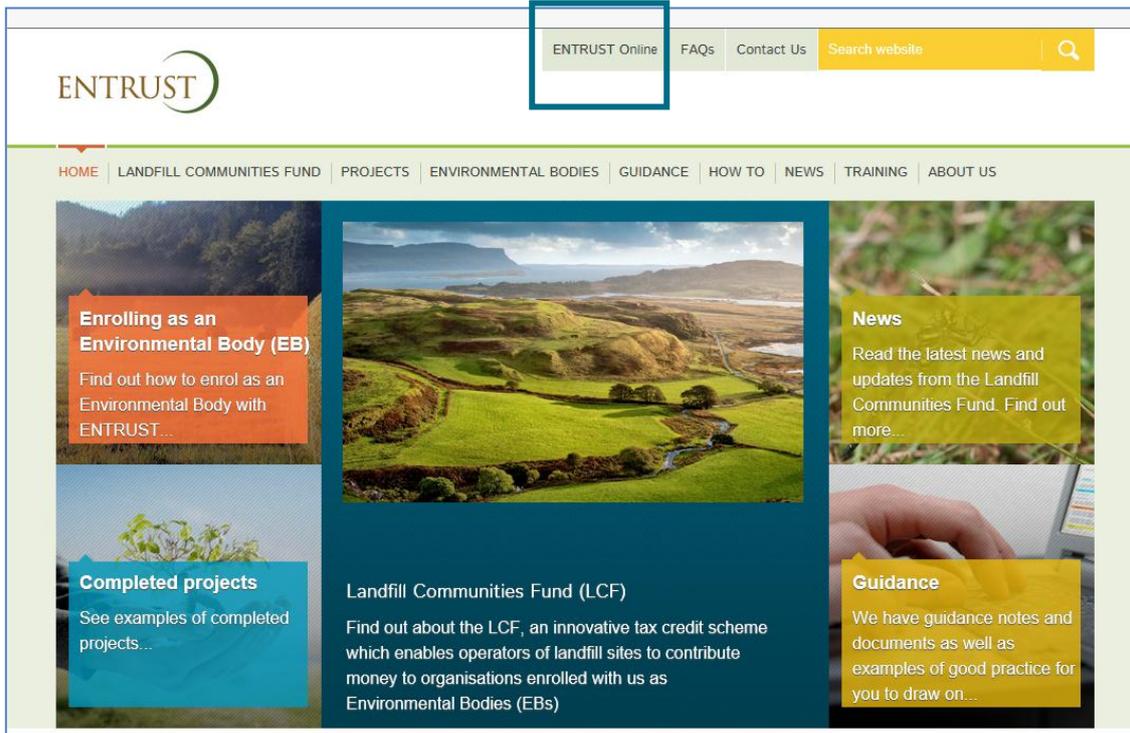
- 1.1 It is a requirement for all Environmental Bodies (EBs) who transfer Landfill Communities Fund (LCF) monies to another EB to submit a Form 7: Transfer of monies between Environmental Bodies to us within seven calendar days of transferring the funds. The requirement to submit the form within 7 days is an obligation contained in The Landfill Tax Regulations 1996 (Regulations).
- 1.2 You must submit your Form 7 online through [ENTRUST online \(EOL\)](#).
- 1.3 Submitting a transfer notification to us through EOL has the following benefits:
  - the form is simple to complete;
  - we receive it immediately; and
  - you receive an email confirming we have received your form and you can see it on your EB's transfer records.
- 1.4 The guide provides you with the steps you should follow to submit your transfer notification to us using EOL. If you have any problems submitting your notification please contact the Compliance team on 01926 488 311.

## 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.

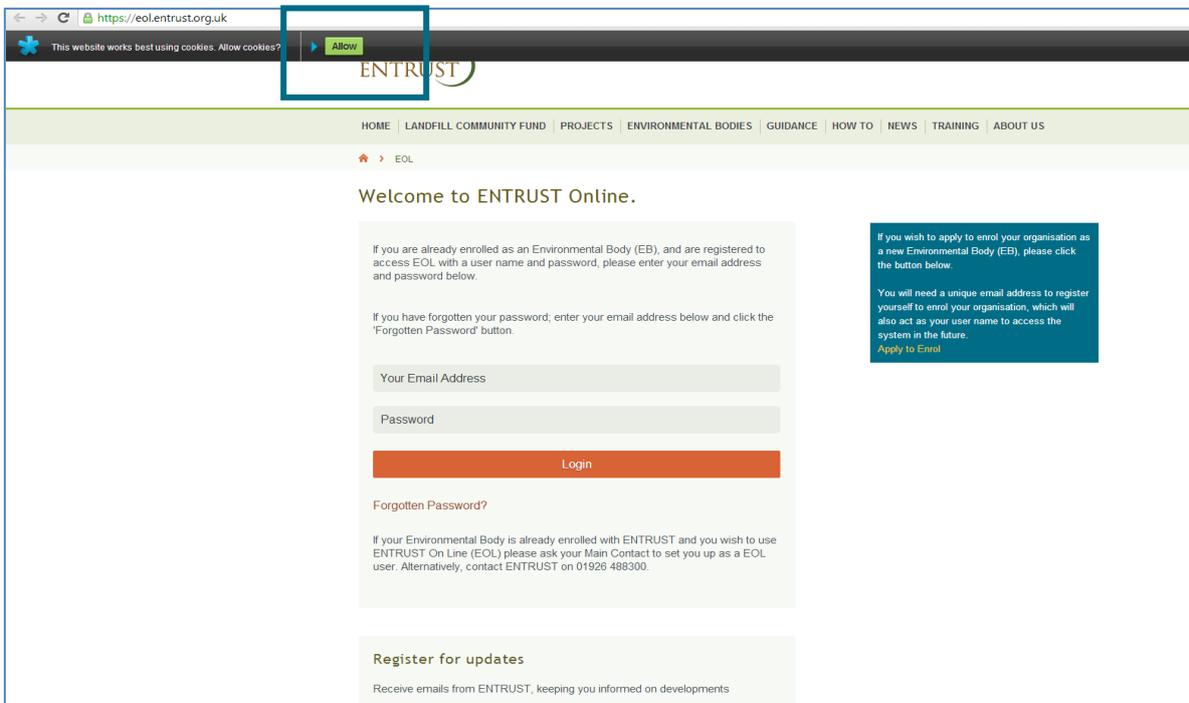
## 3. Login to EOL

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



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

3.5 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.



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

The screenshot shows the ENTRUST Online login interface. At the top, there is a navigation bar with links for 'ENTRUST Online', 'FAQs', 'Contact Us', and a search bar. Below this is a secondary navigation bar with links for 'HOME', 'LANDFILL COMMUNITY FUND', 'PROJECTS', 'ENVIRONMENTAL BODIES', 'GUIDANCE', 'HOW TO', 'NEWS', 'TRAINING', and 'ABOUT US'. The main content area is titled 'Welcome to ENTRUST Online.' and contains instructions for logging in. A form with two input fields, 'Your Email Address' and 'Password', and a 'Login' button is highlighted with a blue border. A 'Forgotten Password?' link is also present. A blue callout box on the right contains the text: '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'.

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

## 4. Submit a transfer notification

- 4.1 From your dashboard click on 'Your Details' and then 'Fund Transfers'.

The screenshot shows the ENTRUST Online dashboard for a user logged in as James Smith. The page header includes the ENTRUST logo, version information (3.10.30), and user details (EB No: 549905, EB: Village Hall Trust, Status: Enrolled, Enrolled On: 04/08/2015). The dashboard navigation menu is visible, with 'YOUR DETAILS' selected. The 'FUND TRANSFERS' link is highlighted with a blue border.

4.2 This will then take you to the 'Fund Transfers' page. To start entering a new transfer click on 'New Transfer Out'.

The screenshot shows the ENTRUST web application interface. At the top, the logo 'ENTRUST' is on the left, 'Fund Transfers' is in the center, and 'Logged in as: James Smith' with 'Change Password' and 'Logout' links is on the right. Below the logo, 'Version 3.10.30' and 'Enrolled Enrolled On: 04/08/2015' are displayed. A navigation bar contains 'DASHBOARD', 'YOUR DETAILS', and 'YOUR PROJECTS'. Below this, a sub-navigation bar includes 'DETAIL', 'ANNUAL RETURNS', 'CONTRIBUTION', and 'FUND TRANSFERS'. A breadcrumb trail shows 'DASHBOARD > DETAIL > FUND TRANSFERS'. The main heading is '549905 - Village Hall Trust - Enrolled'. A 'Select Transfer Year' section has date pickers for 'Date From: (dd/mm/yyyy)' (01/04/2015) and 'Date To: (dd/mm/yyyy)' (31/03/2016). A 'New Transfer Out' button is highlighted with a red box, along with 'Clear' and 'Search' buttons. Below are two panels: 'Transfers In' and 'Transfers Out'. The 'Transfers In' panel shows a table with one entry: 'Village Hall Committee' received '£5,000.00' on '04/08/2015'. The 'Transfers Out' panel shows 'No Results Found' and a 'Total' of '£0.00'. Both panels have 'Page selection: 1' and 'Results per page: 10' dropdowns, and 'Print PDF' and 'Print Excel' buttons.

ENTRUST Version 3.10.30 Fund Transfers Logged in as: James Smith  
Change Password Logout  
Enrolled Enrolled On: 04/08/2015

DASHBOARD YOUR DETAILS YOUR PROJECTS  
DETAIL ANNUAL RETURNS CONTRIBUTION FUND TRANSFERS  
DASHBOARD > DETAIL > FUND TRANSFERS

549905 - Village Hall Trust - Enrolled

Select Transfer Year  
Date From: (dd/mm/yyyy) Date To: (dd/mm/yyyy)  
01/04/2015 31/03/2016  
New Transfer Out Clear Search

Transfers In  
Page selection: 1 Results per page: 10  
From Received Amount View  
Village Hall Committee 04/08/2015 £5,000.00 View  
Total £5,000.00  
Page selection: 1 Print PDF Print Excel

Transfers Out  
Page selection: 1 Results per page: 10  
No Results Found  
Total £0.00  
Page selection: 1 Print PDF Print Excel

4.3 You will then be taken to the transfer notification form (see below). To submit your form you will need the following information:

- the name of the Environmental Body you are transferring the money to;
- the name of the Landfill Operator who provided the contribution;
- the project number (if known) (optional);
- transfer date; and
- amount of the transfer.

4.4 The form does provide you with the facility to enter other information such as the details of the organisation which is making the third party contribution (if applicable).

4.5 If you have this information available then please enter it as part of your submission. If this information is not available at this time you can submit the form and provide us with this information at a later date. Submitting the Contributing Third Party (CTP) information after making the transfer notice submission to us **will not** be considered a breach of the Regulations.

ENTRUST Version 3.10.30 Fund Transfers Detail Logged in as: James Smith  
 EB No: 549905 EB: Village Hall Trust Status: Enrolled Enrolled On: 04/08/2015  
 Change Password Logout

DASHBOARD YOUR DETAILS YOUR PROJECTS  
 DETAIL ANNUAL RETURNS CONTRIBUTION FUND TRANSFERS  
 DASHBOARD > DETAIL > FUND TRANSFERS DETAIL

549905 - Village Hall Trust - Enrolled

**Transfer Details**

Environmental Body you are transferring monies to  
 Find

Landfill Operator:  Find

Project Number

Transfer Date  (dd/mm/yyyy)

Amount of Transfer

**Contributing Third Party (CTP) Information**  
 If there are other contributions from third parties, linked to this transfer, please enter them here.  
 CTP Name:  CTP Amount:  CTP Address:  Save CTP

No Results Found

Will the funds to be used to buy fixed assets?  Yes  No

If so, please list with approximate values?

#### 4.6 Enter the following information in the form:

- **Environmental Body:** enter the first three letters of the name of the Environmental Body (EB) you are transferring the funds to in the box and click 'Find'. This will bring up a drop down list of EBs whose name includes those letters. Please ensure you select the right EB from this list as there are a number with similar names.
- **Landfill Operator:** enter the first three letters of the name of the Landfill Operator (LO) who has provided the qualifying contribution in the box and click 'Find'. This will bring up a drop down list of all Landfill Operators whose names begin with those letters. Please ensure you select the right Landfill Operator from this list as there are a number who have similar names.
- **Project Number:** if you are transferring the funds for a specific project and you know the number of the project enter the number here. The field is for numeric figures only and should be between the number range of 1 - 9999.
- **Transfer date:** this is the date that the funds were transferred to the receiving EB.
- **Amount:** this is the total amount you have transferred to the EB (please do not enter commas as part of the amount).
- **Contributing Third Party (CTP) Information:** enter the CTP Name, Amount and Address if you have this information. It can be supplied at a later date.
- **Additional Questions:** there are four additional Yes/No questions for you to complete as shown below. Please note that you must answer 'Yes' to the last question to enable you to submit the form. If you fail to check the 'Yes' button a warning message will be displayed at the top of the screen stating you must confirm the transferring of money on behalf of the transferring EB.

- 4.7 When you have completed all of the data and are happy that the information is correct then click on 'Submit'.

Will the funds to be used to buy fixed assets?  Yes  No

If so, please list with approximate values?

Will these funds be used with connected parties?  Yes  No

If so, please list with approximate values?

I confirm that on behalf of the transferring EB that the above amount has been sent?  Yes  No

**Submit** **Back**

- 4.8 Once you have submitted the form the page will be set to read only and the 'submit' button will be greyed out as below. A 'successful submission' message will not appear but you will know that the form has been submitted by the presence of a message at the top of screen stating that the form cannot be amended and the greyed out 'submit' button. You will also receive an email to inform you that the transfer form has been received by us. Please retain a copy of this email for your records. You can also opt to download or print a copy of your form by clicking the 'Print' button.

**Submit** **Print** **Back**

## 5. To provide additional information

- 5.1 If, at a later date, you are able to provide further information such as details of the Contributing Third Party then login to EOL and go to the 'Fund Transfers' screen as detailed above.
- 5.2 To locate the transfer notification form to which the information is for, set the date range to the period when you submitted your transfer notification and click on search. This will then bring up a listing of all the transfer notifications your EB submitted between the dates selected.
- 5.3 Identify the relevant transfer notification from the list and click on 'View' to the right of the page. This will take you into your previously submitted form where you can enter the additional information. If you are entering CTP information click on 'Save CTP'. You can enter more than one CTP (if applicable).

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 transfer notification.

## **6. Difficulties submitting your transfer**

6.1 If you have any problems submitting a transfer notification form please contact the Compliance team as soon as possible on 01926 488 311 to ensure your EB complies with the submission timescales as detailed in the Regulations.

**ENTRUST**

**January 2018**