



Guide to Form 7: Transfer of monies between Environmental Bodies

Submitting a transfer through ENTRUST Online (EOL)

October 2021

1. Introduction

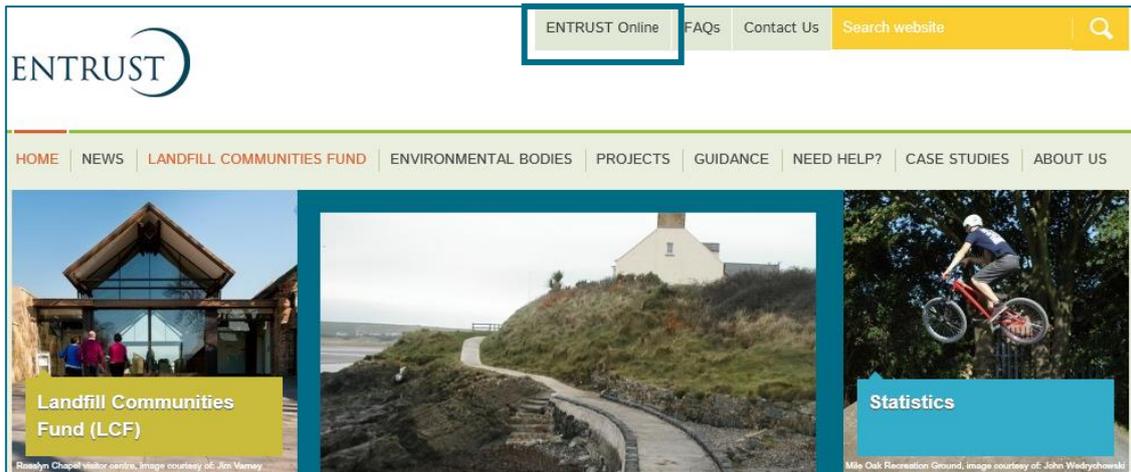
- 1.1 It is a requirement for all Environmental Bodies (EBs) who transfer Landfill Communities Fund (LCF) monies to another EB to submit a Form 7: Transfer of monies between Environmental Bodies to us within seven calendar days of transferring the funds. The requirement to submit the form within 7 days 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 your transfer notification via EOL is simple and straightforward. The form:
 - is simple to complete;
 - is received immediately;
 - is followed up by an email confirming we have received your form and you can see it on your EB's transfer records; and
 - allows your EB to meet the regulatory requirement to submit the notification of a transfer within 7 calendar days.
- 1.4 The guide provides you with the steps you should follow to submit your transfer notification to us using EOL. If you already know how to log-in to EOL please log in as usual and go to section 4 of this guide. If you have any problems submitting your notification, please contact the Helpline on 01926 488 300.

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.

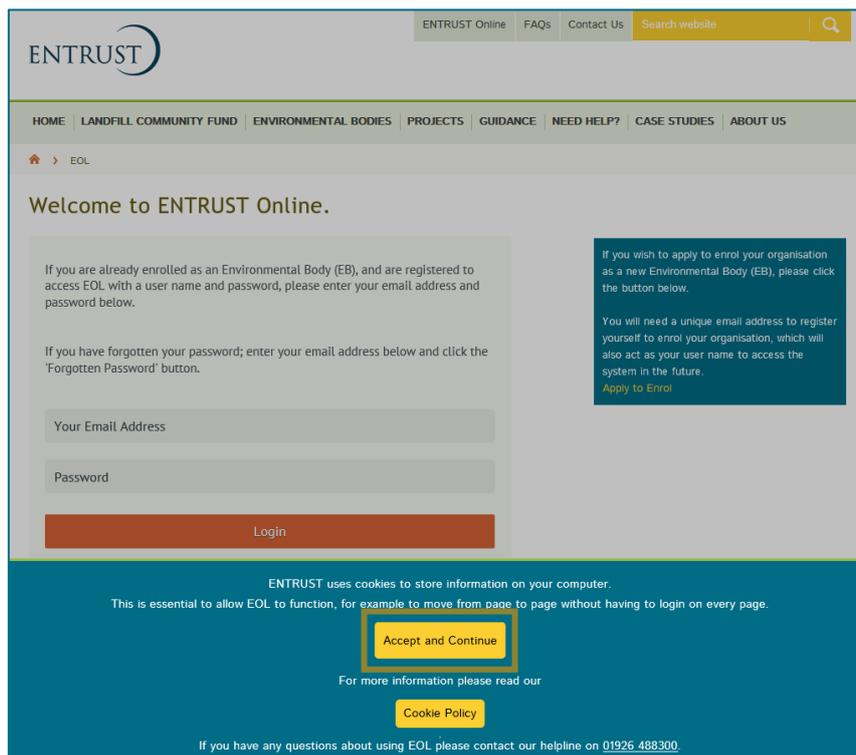
3. Login to EOL

- 3.1 Go to [EOL \(eol.entrust.org.uk/\)](#).
- 3.2 Or go 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 boxes and click the 'Login' button. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.

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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 Online (EOL) please ask your Main Contact to set you up as a EOL user. Alternatively, contact ENTRUST on 01926 488300.

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'.

ENTRUST

Detail

Logged in as: **David Smith**
Change Password | Logout

EB No: 186245 | EB: Test Server Rugby Club | Telephone: 222222 | Status: Enrolled | Enrolled On: 28/09/2021

DASHBOARD | YOUR DETAILS | YOUR PROJECTS | YOUR DOCUMENTS

DETAIL | ANNUAL RETURNS | CONTRIBUTION | FUND TRANSFERS | LEAVING THE SCHEME

HOME > DASHBOARD > DETAIL

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

EB No: **186245** EB: **Test Server Rugby Club** Telephone: **222222** Status: **Enrolled** Enrolled On: **28/09/2021**

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186245 - Test Server Rugby Club - Enrolled

Select Transfer Year

Date From: (dd/mm/yyyy) Date To: (dd/mm/yyyy)

Transfers In

Page selection: **1** Results per page: **10** ▼

No Results Found

Total	£0.00
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Page selection: **1**

Transfers Out

Page selection: **1** Results per page: **10** ▼

No Results Found

Total	£0.00
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Page selection: **1**

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;
- transfer date; and
- amount of the transfer.

You will also be able to provide the associated project details and any Contributing Third Party (CTP) information (if known) once the required details have been submitted.

The screenshot shows the ENTRUST website interface for 'Fund Transfers Detail'. At the top left is the ENTRUST logo. The page title is 'Fund Transfers Detail'. On the top right, it says 'Logged in as: David Smith' with links for 'Change Password' and 'Logout'. Below this is a header bar with account 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', 'YOUR PROJECTS', 'YOUR DOCUMENTS', 'DETAIL', 'ANNUAL RETURNS', 'CONTRIBUTION', 'FUND TRANSFERS', and 'LE'. A breadcrumb trail shows 'DASHBOARD > DETAIL > FUND TRANSFERS DETAIL'. The main heading is '186245 - Test Server Rugby Club - Enrolled' with a link to 'Read our guide on how to complete this form'. The 'Transfer Details' form contains the following fields and options:

- Environmental Body you are transferring monies to:** A text input field followed by a 'Find' button.
- Landfill Operator:** A text input field followed by a 'Find' button.
- Transfer Date:** A date input field with a calendar icon and the format '(dd/mm/yyyy)'.
- Amount of Transfer:** A text input field.
- Will these funds be used with connected parties?** Radio buttons for 'Yes' and 'No', with 'No' selected.
- If so, please list with approximate values?** A text input field.

4.4 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.
- **Transfer date:** this is the date that the funds were transferred to the receiving EB. Click on the calendar icon to choose a date.
- **Amount:** this is the total amount you have transferred to the EB (please do not enter commas as part of the amount).
- **Additional Questions:** there are 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.

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

Landfill Operator: [Find](#)

Transfer Date (dd/mm/yyyy)

Amount of Transfer

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](#)

- 4.6 Once you have submitted the form the 'submit' button will be greyed out as shown below and the submitted details cannot be changed. A message will appear on the top of the page confirming that the transfer has been updated successfully and it is now possible to fill in further details. 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.



ENTRUST Version 21.09.0A TRAINING SERVER Fund Transfers Detail

Logged in as: **David Smith**
[Change Password](#) [Logout](#)

EB No: **276260** EB: **Test Server Rugby Club** Telephone: **222222** Status: **Enrolled** Enrolled On: **01/10/2021**

[DASHBOARD](#) | [YOUR DETAILS](#) | [YOUR PROJECTS](#) | [YOUR DOCUMENTS](#)

[DETAIL](#) | [ANNUAL RETURNS](#) | [CONTRIBUTION](#) | [FUND TRANSFERS](#) | [LE](#)

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Updated successfully. You may now add any known project and CTP information to your transfer.

276260 - Test Server Rugby Club - Enrolled
[Read our guide on how to complete this form](#)

Transfer Details

Environmental Body you are transferring monies to

- 4.7 As shown, you are now able to enter any known information regarding the projects that the money is funding and Contributing Third Parties (CTP). Click on the drop-down arrows to enter project or shared project details and a list will appear of projects registered to the EB you are transferring monies to. Shared projects are those that have been allocated to another EB via your EB's Project Application (Form 2). Once

the relevant project is selected, click on 'Add This Project' and the project will appear in the projects section. Repeat this step if necessary.

- 4.8 If you have any Contributing Third Party (CTP) Information at this point, enter the CTP Name, Amount and Address. It can be supplied at a later date. If the CTP is for an associated project, select the project from the list via the drop-down arrow. These are the projects you have entered in the projects section. Click 'Save CTP' button to submit the information and repeat the process if there are multiple CTPs.

The screenshot displays a web form with two main sections. The top section, titled 'Projects', includes a dropdown menu labeled 'Please Select' and a red-bordered button labeled 'Add This Project'. Below this is another dropdown menu labeled 'Shared Project: Please Select' with a red-bordered button labeled 'Add This Project'. A message 'No Results Found' is displayed below the second dropdown. The bottom section, titled 'Contributing Third Party (CTP) Information', contains input fields for 'CTP Name:', 'CTP Amount:', and 'CTP Address:'. Below these is an 'Associated Project' dropdown menu labeled 'Select Project (optional)' and a red-bordered button labeled 'Save CTP'. A 'No Results Found' message is also present at the bottom of this section.

5. To provide additional information

- 5.1 If, at a later date, you are able to provide further information on associated projects and 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 in exactly the same way as section 4.7 and 4.8 of this guide found above.
- 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 Helpline as soon as possible on 01926 488 300 to ensure your EB complies with the submission timescales as detailed in the Regulations.

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October 2021