

For official use only	Agency	Received	Reference
			X
Changes to the charity (boxes 9 to 11)	<input type="checkbox"/>	Changes to the bank or building society account details (boxes 30 to 35)	<input type="checkbox"/>
Changes to the authorised officials details (boxes 12 to 20)	<input type="checkbox"/>	Changes to nominees and collection agency details (boxes 36 to 53)	<input checked="" type="checkbox"/>
Changes to a responsible persons details (boxes 21 to 29)	<input type="checkbox"/>	Any other changes (boxes 54 and 55)	<input checked="" type="checkbox"/>

## Sending your form to HMRC

Before sending this form, please make sure that the Declaration has been completed and signed by two people who are responsible persons or authorised officials. Any other amendments made to the form after you have printed it will not be accepted. If you need to make any changes you will need to amend the form on your computer and then print off a new version.

Send the completed form to: **HM Revenue and Customs, Charities, Savings and International 2, BX9 1BU**

## About your organisation – current information held by HMRC

<p><b>1</b> Name of Charity, Community Amateur Sports Club (CASC) or other organisation entitled to UK charity tax reliefs *</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<p><b>4</b> Daytime phone number * <i>including international dialling code if outside the UK</i></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>2</b> HMRC Charities reference *</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p><b>5</b> Address * (see the guidance on what address to use)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Postcode</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Country</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>3</b> Name of authorised official *</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

## Contact details

<p><b>6</b> Address *</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Postcode</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Country</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p><b>7</b> Phone number *</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	<p><b>8</b> Email address</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

## Changes to the nominee and collection agency details

1 of 1

See the [guidance](#) for explanations of nominee and collection agency.

36 Name of the individual or organisation

Streeva Ltd

37 If an organisation, please enter the name of an individual within that organisation authorised to deal with HMRC

David Michael

38 If a collection agency enter their reference as explained in the guidance

39 Address (if an individual, enter their home address)

Surrey Technology Centre

40 Occam Road

Guildford, Surrey

Postcode GU2 7YG

Country England

40 Daytime phone number including international dialling code if outside the UK

01483 688250

41 Previous address if address changed in the last 12 months

16 Guildford Park Road

Guildford

Surrey

Postcode GU2 7ND

Country England

42 Date of birth for individual DD MM YYYY

1 3 1 1 1 9 7 7

43 National Insurance number (UK only)

J W 7 9 9 4 2 2 C

If this person does not have a National Insurance number you must enclose documents to verify their identity. One of these must be a copy of their passport page showing their photograph, or a similar photo identification. The other must verify their address – for example, a utility bill.

44 National Identity card number (if outside the UK) or company registration number

45 Signature of above person

46 Do you want this nominee to receive repayments on behalf of your organisation?

No  If 'No', go to the next section

Yes  If 'Yes', please enter the nominee's account details below so that we can make payments directly into their account. If you are using a collection agency you do not need to tell us but can go on to the next section.

47 Nominee reference, if the nominee uses one

48 Account name as shown on the bank statement

49 Account number

50 Sort code

51 If the account is with a building society enter the roll or reference number if you have one.

52 Name of the bank or building society For a Post Office card account enter 'Post Office'.

53 Date account opened DD MM YYYY

## Authorised officials, responsible persons and nominees who have ceased to act

54 Please tell us about any authorised officials, responsible persons and nominees who have stopped acting for your charity.

Click on the + button to add another row of information

+	-	Name	Position held in the charity	Date ceased
1	X			

## Any other changes

55 Are there any other changes you need to tell us about?

Note: Streeva submits Gift Aid claims on behalf of the charity, they do not collect the donated money as this is paid directly to the charity.

# Declaration

This declaration must be signed by two people from your organisation with the role of authorised official or responsible person who were in post before the changes were made that you have told HMRC about on this form. The declaration must not be signed by any new responsible person or authorised official you have told us about on this form in boxes 12 or 20. For further information on this, including what to do if this is not possible, see the guidance.

The information I have given is correct and complete to the best of my knowledge and belief.

I confirm that these changes should be made to our record and are to apply from the date below.

I understand that repayments will not be issued under these changes until this form has been received and processed by HMRC Charities.

I understand that false statements can lead to prosecution.

Name *in block letters*

Signature

Date *DD MM YYYY*

Home address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode
Country

Phone number

*including international dialling code (if outside the UK)*

National Insurance number *(UK only)*

If you do not have a National Insurance number you must enclose documents to verify your identity. One of these must be a copy of your passport page showing your photograph, or a similar photo identification. The other must verify your address – for example, a utility bill.

National Identity card number *(If outside the UK)*

Name *in block letters*

Signature

Date *DD MM YYYY*

Home address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode
Country

Phone number

*including international dialling code (if outside the UK)*

National Insurance number *(UK only)*

If you do not have a National Insurance number you must enclose documents to verify your identity. One of these must be a copy of your passport page showing your photograph, or a similar photo identification. The other must verify your address – for example, a utility bill.

National Identity card number *(If outside the UK)*