

How to use the update charity details service

Use this guide to use the 'Update charity details' service if you need to:

- confirm that a trustee does not have an email address
- provide bank account details

Confirm that a trustee does not have an email address

We now require an email address for every charity trustee.

If a trustee does not have an email address, you must confirm they do not have one.

To confirm a trustee does not have an email address:

1. Leave the 'Email' field blank
2. Click the 'Confirm' button

Email	<input type="text"/>
Telephone number	<input type="text"/>
<input type="button" value="Confirm"/>	<input type="button" value="Cancel"/>

3. Tick the box that appears after the 'Email' field

When you tick the box, you will get a warning. This is because telling the Charity Commission that someone does not have an email address when they do have one could be against the law.

4. Click the 'Confirm' button again to confirm the trustee's details

Email

Or click here to confirm you do not have an email address

Telephone number

Provide bank account details

Add new bank account details

1. Enter the sort code. Enter two numbers in each box
2. Click the 'Sort code lookup' button

Sort code

This has six digits and should be entered in the three boxes below

You must click the 'Sort code lookup' button. This adds the bank name to the UK Bank name field, which is greyed out. You cannot enter the name of the bank yourself.

UK Bank name

This will be entered automatically after you have entered the sort code and click on 'Look Up': you cannot edit the bank name

3. Enter bank account name and account number.

Account name

This is the name of the account holder as it appears on the chequebook, passbook or statement.

Account number

This appears on your bank chequebook or statements. Account numbers with fewer than 8 digits should be prefixed by 0. For example, account number 123456 should be entered as 00123456.

4. Click 'Confirm'

The bank account details you have just entered will now be in the table on the 'Charity bank and building society accounts' page.

Update an existing bank account

The only thing you can edit for a bank account that is already in the system is the Account name.

To edit any other part of an existing bank account:

1. Click 'Add new UK account'
2. Add the updated bank or building society details and click 'Confirm'
3. Click 'Remove' next to the old bank account details