

Complete the Chv1 form in 4 easy steps

1. Complete sections 1 – 8 on page 1
2. Complete the details of your 'Authorised Official' on page 6
3. Print the forms and get the declaration signed by the 'Authorised Official'
4. Scan the form and send to theteam@virginmoneygiving.com

That's your bit done. We'll do the rest.

Frequently asked questions

Why do I need to complete a Chv1 form?

Virgin Money Giving reclaims Gift Aid on qualifying donations once a month, on behalf of all charities. Before this can happen, HMRC need to know that we have your authorisation to collect and process Gift Aid on your behalf.

What is an authorised official?

An authorised official is the person within your organisation who is authorised to deal with HMRC about your organisation's tax affairs and, where necessary, submit tax returns. This is the only person within your organisation who is authorised to submit Gift Aid repayment claims. If you do not have an authorised official please contact HMRC on 0300 123 1073

If you have any questions about the other sections please contact HMRC on 0300 123 1073

About this form

This form is designed to be downloaded and saved on your computer and completed on screen. You will be able to print the form once you have answered all the questions marked with an asterisk (*). When you have printed the form you need to sign and date it, then send it to: **HMRC Charities, Variations team, St Johns House, Merton Road, Liverpool, L75 1BB**

When to use this form


This form should only be used by the charities, Community Amateur Sports Clubs (CASCs) or other organisations entitled to UK charity tax reliefs (referred to as 'charities' on this form) that have already been recognised as a charity or CASC by HMRC.

You should use this form to notify HMRC when there is any change to the charity's details and to provide details of the responsible persons and the charity's bank account if these have not been notified previously. You do not need to enter information in every box on the form. You must complete boxes 1 to 7 and the declaration at the end. Only enter details in other boxes if the details requested in the box have changed or HMRC does not hold that information already.

Please complete this form in English. If you don't it will take us much longer to process the changes.

Please refer to the [guidance](#) on the HMRC website to help you complete this form.

About your organisation – current information held by HMRC

<p>1 Name of Charity, Community Amateur Sports Club (CASC) or other organisation entitled to UK charity tax reliefs *</p> <input style="width: 100%; height: 80px;" type="text"/>	<p>4 Daytime phone number * <i>including international dialling code if outside the UK</i></p> <input style="width: 100%; height: 20px;" type="text"/>
<p>2 HMRC Charities reference * </p> <input style="width: 100%; height: 20px;" type="text"/>	<p>5 Address * (see the guidance on what address to use)</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> Postcode <input style="width: 100%; height: 20px;" type="text"/> Country <input style="width: 100%; height: 20px;" type="text"/>
<p>3 Name of authorised official *</p> <input style="width: 100%; height: 20px;" type="text"/>	

Contact details

Please enter the correspondence or contact address, phone number and email (if you have one) you want us to use, even if these have not changed. We will use this address or phone number to contact the authorised official with any questions we have. And this is the address to which we will send any payment notifications.

<p>6 Address *</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> Postcode <input style="width: 100%; height: 20px;" type="text"/> Country <input style="width: 100%; height: 20px;" type="text"/>	<p>7 Phone number *</p> <input style="width: 100%; height: 20px;" type="text"/>
	<p>8 Email address</p> <input style="width: 100%; height: 20px;" type="text"/>

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

Virgin Money Giving Ltd

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

Virgin Money Giving

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

CAC02

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

Discovery House

Whiting Road

Norwich

Postcode NR4 6EJ

Country UK

40 Daytime phone number

including international dialling code if outside the UK

08456 10 10 45


41 Previous address

if address changed in the last 12 months

Postcode
Country


42 Date of birth for individual DD MM YYYY

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43 National Insurance number (UK only) 

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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

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45 Signature of above person

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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

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48 Account name as shown on the bank statement

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49 Account number

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50 Sort code

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

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52 Name of the bank or building society

For a Post Office card account enter 'Post Office'.

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53 Date account opened DD MM YYYY

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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.

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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*

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Home address

Postcode
Country

Phone number

including international dialling code (if outside the UK)

National Insurance number *(UK only)*



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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*

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Home address

Postcode
Country

Phone number

including international dialling code (if outside the UK)

National Insurance number *(UK only)*



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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)*

