

Lloyds Bank – Tax residency form

Received the letter with the header 'Please confirm where your organisation is resident for tax purposes'? Follow this guide to completing it successfully the first time if you are an excepted charity within Girlguiding, ie you do not have your own charity number.

Please confirm where your organisation is resident for tax purposes

Dear Customer

The Foreign Account Tax Compliance Act (FATCA) and the Common Reporting Standard (CRS) tax regulations require us by law to collect information from customers for whom we are unable to confirm their tax residency or FATCA and CRS entity status. This could be because we are missing information, or we can't determine where they are tax resident based on the information we hold. As this applies to you, I've enclosed an Entity Self-Certification form for you to complete and return using the pre-paid envelope. By completing it, you'll confirm your organisation's country of tax residency. The form includes guidance on how to complete it.

If an answer below is in "quotes" then write exactly what is in the quotes for your answer to that question.

I would strongly recommend you take a scan of the document before sending it off, with a note of the date you posted it.

Part 1: Entity details

- Legal name of entity of Branch – This is the unit name as it appears on the bank account, eg 1st Anytown Brownies.
- Country of incorporation or organisation – "UK".
- Permanent residence address/registered trading address – This is the volunteers' personal address where the bank statements are delivered to. It is not your meeting place.
- Correspondence address – "As above".

Part 2: Entity country of tax residency

- There are three sets of boxes here that contain the same 3 fields. Just enter the following into the first set and leave the other 2 sets blank.
- Country of tax residency/ies of the entity or organisation identified in Part 1 – “UK”.
- TIN – Leave blank.
- A/B/C boxes to the right of the TIN field – put an X in the A box. Leave B & C blank.

Part 3: FACTCA Classification

- 3a) Are you incorporated or organised in the United States? – Put an X in the No box.
- 3b) Leave blank.
- 3c) Foreign Financial Institution (FFI): Is the entity an FFI? – Put an X in the No box.
- 3d) Leave blank.
- 3e) Leave blank.
- 3f) Non-Financial Foreign Entity (NFFE): Put an X in part iv) Non-Profit Organisation (NPO).
- 3g) Ignore!

Part 4: CRS classification

- 4a) Financial Institution (FI): Is the entity an FI – Put an X in the No box.
- 4b) Non-Financial Entity (NFE) : Put an X in part iv) Non-Profit Organisation (NPO).
- 4c) Ignore!

Part 5: Controlling persons

- Leave this section completely blank.

Part 6: Declaration

- Authorised signatory – sign the document.
- Date – Add today’s date.
- Print full name – write the name of the person who signed the form.
- Capacity you are signing the form under – Either write “Trustee” if you have a decision-making role in the unit, or write “Treasurer” if you do not have a decision making role but complete the accounts on the unit’s behalf.