**TRUST REGISTRATION SERVICE (TRS) CHECKLIST**

Please use this checklist as a guide to ensure you have all the relevant details to register your Trust.

All trustees are equally legally responsible for the trust, but you must nominate one ‘lead’ trustee to be the main point of contact for HMRC. The lead trustee will receive the trust’s UTR if registering a taxable trust and a Unique Reference Number (URN) if registering a non-taxable trust.

The Lead Trustee will need to set up a Government Gateway User ID and password for each Trust they need to register. To set this up the Lead Trustee will need their name and email address and will need to visit [www.gov.uk/guidance/register-a-trust-as-a-trustee](http://www.gov.uk/guidance/register-a-trust-as-a-trustee).

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| **Government Gateway Details** |  |
| Name |   |
| Email |  |
| User ID |  |

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| **Trust Details** |
| Name of the Trust |  |
| The date the Trust was created |  |
| If the Trust is registered for tax, please provide the Unique Taxpayer Reference (UTR) |  |
| What type of Trust is this? (Please be specific and confirm with your Solicitor or whomever set up the Trust if this is unclear.) |  |
| What was place into Trust and the value assigned at the time? |  |
| Were any other assets placed into Trust after creation at a later date? If so, please provide details, dates and the value. |  |
| Is this an express Trust? An express Trust is one where the Trustees are holding assets on Trust for specified Beneficiaries.  | Yes No  |
| Has the Trust acquired land or property in the UK since 6 October 2020? | Yes No  |
| Is the Trust registered on the Trust register of any countries within the European Economic Area (EEA)? | Yes No  |
| Are the Trustees based in the UK? |  Yes No  |

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| **Settlor’s Details (the person/organisation who set up the Trust)** |
| Settlors (individuals) | Name | hkdjdklsjdlk |
| Date of death (for deceased Settlors) |  |
| Date of birth |  |
| Nationality |  |
| Country of residence (last known if Settlor deceased) |  |
| Did the settlor have mental capacity when registering the trust? |  |
| Settlors (an organisation such as a charity or company) | Name of the organisation and registration number (eg Companies House number) |  |
| Country of residence |  |

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| **Trustee’s Details (where the Trustees are individuals)** |
| Lead Trustee (this is the Trustee that is completing the TRS) | Name |  |
| Date of birth |  |
| National Insurance Number/ Passport number |  |
| Nationality |  |
| Country of residence |  |
| Address |  |
| Email address |  |
| Phone number |  |
| 2nd Trustee | Name |  |
| Date of birth |  |
| Country of residence |  |
| Nationality |  |

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| 3rd Trustee | Name |  |
| Date of birth |  |
| Country of residence |  |
| Nationality |  |
| 4th Trustee | Name |  |
| Date of birth |  |
| Country of residence |  |
| Nationality |  |

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| **Trustee’s Details (where the Trustees are organisations)** |
| Lead Trustee (this is the Trustee that is completing the TRS) | Business Name |  |
| Unique Taxpayer Reference |  |
| Registered address |  |
| Country of residence |  |
| Email address |  |
| Phone number |  |
| 2nd Trustee | Business Name |  |
| Unique Taxpayer Reference |  |
| Registered address |  |
| Country of residence |  |
| Email address |  |
| Phone number |  |
| 3rd Trustee | Business Name |  |
| Unique Taxpayer Reference |  |
| Registered address |  |
| Country of residence |  |
| Email address |  |
| Phone number |  |

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| 4th Trustee | Business Name |  |
| Unique Taxpayer Reference |  |
| Registered address |  |
| Country of residence |  |
| Email address |  |
| Phone number |  |

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| **Beneficiaries Details** |
| 1st Beneficiary that is a named individual | Name |  |
| Date of birth |  |
| Country of residence |  |
| Nationality |  |
| 2nd Beneficiary | Name |  |
| Date of birth |  |
| Country of residence |  |
| Nationality |  |
| 3rd Beneficiary | Name |  |
| Date of birth |  |
| Country of residence |  |
| Nationality |  |
| 4th Beneficiary | Name |  |
| Date of birth |  |
| Country of residence |  |
| Nationality |  |
| Beneficiaries that are a class (e.g. all my children, grandchildren etc.) | Description of the class (e.g. all my children, grandchildren etc.) |  |

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| Beneficiaries that are a charity or Trust | Name of the charity or Trust |  |
| Country of residence |  |
| Other beneficiaries or persons controlling the Trust (e.g a protector) that do not fit into the descriptions above | Name |  |
| Country of residence |  |
| Nationality |   |

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| **Unique Taxpayer Reference (URN) Details or UTR** (The lead Trustee will receive the Trust’s URN when registering a non-taxable Trust, or a UTR for a taxable Trust. You will need to keep their contact information up to date) |
| URN / UTR |  |
| Date of TRS registration |  |

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| **Please provide us with a copy of the TRS registration** |
| Copy provided to Honey Barrett??? |  Yes No  |

**ease provide your Partner with a copy of your TRS registration**

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| **Please provide us with a copy of the Trust Deed.** |
| Copy provided to Honey Barrett?**?** | Yes No  |

**Viewing or making changes to registration details**

If you make any changes to the Trust you will need to update the TRS, within 90 days of those changes being made.

**Links to other jurisdictions**

If your Trust has any connections to other jurisdictions with similar requirements in place (for example where one or more of the Trustees live in a European Union (EU) member state, you may need to register there too and you should seek advice from a local tax specialist in that jurisdiction.