

FIRST WEALTH[®]

TRUST REGISTRATION SERVICE GUIDE

VERSION 1 – 07/22

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About the Trust Registration Service (TRS)

What is the Trust Registration Service?

It is a register of the beneficial ownership for UK and some non-UK trusts. It was originally set up in 2017 as a register for trusts that had to pay tax.

New rules came into force on 6 October 2020 extending its scope to include all UK and some non-UK trusts, in existence on or after 6 October 2020, to be registered by the trustees on the HMRC Trust Registration Service before 1 September 2022, regardless of whether or not they are liable to pay any tax.

There are some exclusions.

It will:

- Ensure trusts meet with anti-money laundering and counter terrorist financing obligations
- Improve transparency about the ownership of assets in trust
- Be the mechanism by which trustees notify HMRC that a trust has tax to pay

Why must you act now?

In most cases, all trusts, if not already registered, have to do so by 1 September 2022 – full details can be found in the [When/Deadlines](#) section later on.

From 1 September 2022, evidence of registration will be required by product providers and advice firms such as First Wealth, for all new trust applications, for top ups and amendments to existing trusts.

How can First Wealth help?

We have put together this Guide to help trustees understand whether or not they have to register their trust and their obligations and how to register.

We can supply you with some of the details required for the registration process if we were involved in the trust set up.

However, we are not able to register the trust on your behalf as we are not authorised agents. This is because we are not an authorised accountancy services provider. Nor can we provide tax or legal advice in relation to a trust and would recommend that you speak to a relevant professional.

Which trusts have to register?

Which trusts have to register?

There are 3 types of trusts that need to register:

- ① UK-based trusts which are due to pay tax in the UK
- ② UK-based trusts which do not have to pay tax in the UK
- ③ Non-UK-based trusts with links to the UK

Then there are some exemptions. We will look at each in turn.



THINGS TO KNOW

All types of trusts that need to register will need to identify the persons involved with the trust ie settlor, trustees and beneficiaries – see [Appendix 2: Terminology](#). In addition, taxable trusts must also provide additional information on the assets held within the trust at the time of the registration. See [Appendix 4: Information Required Proforma](#)

UK-based trusts which are due to pay tax in the UK

This is not a new requirement as a trust was already obliged to register if it was liable to pay UK tax. You will have to supply some additional information about beneficial owners and assets of the trust.

The TRS must be used to obtain a Unique Taxpayer Reference Number (UTR) for the trust to complete any tax returns. This applies to both new trusts and any existing trusts which have a tax liability for the first time.

You must register if the trust becomes, or is liable, for any of the following taxes in any given year:

- Capital Gains Tax (CGT)
- Income Tax
- Inheritance Tax (IHT)
- Stamp Duty Land Tax
- Stamp Duty Reserve Tax
- Land and Buildings Transaction Tax (in Scotland)
- Land Transaction Tax (in Wales)

The TRS must subsequently be updated in each year the trust has a tax liability.



THINGS TO KNOW

Trustees cannot actually file Self-Assessment (SA) returns via the TRS. This must still be done on paper using SA900, unless they are using HMRC approved software.

If the trust has a tax liability but this is covered by a relief, you will still need to register the trust to claim the relief through Self-Assessment.

If the only asset of the trust is an investment bond, the trust will only be subject to tax if:

- A chargeable event occurs which is assessable on the trustees for Income Tax – the bond provider will issue a Chargeable Event Certificate; or
- When IHT is due on entry or at the ten year anniversary, or there is an exit charge.

UK-based trusts which do not have to pay tax in the UK

This is a new requirement.

All UK express trusts must register even if they have no tax liability unless they are specifically excluded - see [Exemptions section](#).

What is an Express Trust?

- Express trusts are usually created by a written deed and take effect:
 - During the settlor's lifetime; or
 - By will, to take effect on death
- A trust simply a way in which a person (Settlor) gives assets to other people (Trustees) to look after for the benefit of other people (Beneficiaries)
- They include the majority of trust plans used for estate and IHT planning, such as gift trusts, loan trusts and discounted gift trusts:
 - They do not normally have any tax charges (Income Tax, CGT or IHT) year on year - this is because the underlying asset is often an investment bond which allows tax to be deferred until money is actually withdrawn
 - In addition, any tax charges will fall on the settlor if still alive at the time of a chargeable event (or alive at some point in the tax year of the chargeable event), or the tax point can be moved to a beneficiary by assigning the bond or segments to them
 - However, there is the possibility with a discretionary trust of IHT periodic charges every 10 years or exit charges if the trust assigns the bond to a beneficiary or makes a distribution to a beneficiary

Non-UK-based trusts with links to the UK

These trusts have to register if they have links to the UK such as:

- Having a UK tax liability for example tax on income coming from the UK
- Having or acquiring an interest in UK land ie where at least one trustee becomes registered on the legal title as the proprietor of a freehold interest or a lease granted for an initial term of more than seven years
- When entering into a business relationship in the UK

How to tell if a trust is a UK Trust or a Non-UK Trust for TRS Purposes

It depends on the residence status of the trustees and settlor(s):

- All UK resident – UK trust
- All non-UK resident – Non-UK trust
- Mixture – UK trust if settlor was resident and domiciled in UK at time trust set up or when settlor added funds to the trust; otherwise non-UK trust.

A trustee or settlor is treated as resident in the United Kingdom:

- in the case of a body corporate, if it is a UK body corporate
- in the case of an individual, if they are UK resident for the purposes of one or more of the following taxes:
 - Income Tax
 - Capital Gains Tax
 - Inheritance Tax
 - Stamp Duty Land Tax
 - Land and Buildings Transaction Tax
 - Land Transaction Tax
 - Stamp Duty Reserve Tax

Trusts Registered in an Economic Area (EEA) Register

- Trusts are excluded from the requirement to register as express trusts on the TRS where the trust is established in a EEA member state and is required to be registered on the equivalent beneficial ownership register of that member state – however see below
- EU anti- money laundering legislation requires each EU member state to establish a Central Register of Beneficial Ownership of Trusts (CRBOT)
- There is no statutory definition of ‘establishment’ for TRS purposes - a trust can be considered as established in an EEA member state for TRS purposes if that is where the trustees are resident or where the administration of the trust is carried out
- Trustees of trusts established in EEA member states should determine whether the trust is required to register on the beneficial ownership register of that member state. If so, registration on that register takes priority over the need to register with TRS

WHICH TRUSTS HAVE TO REGISTER?

- This exclusion does not apply if the trust is a non-UK trust with no UK trustees where the trustees acquire UK land ie they have to register on the TRS
- Furthermore, trusts already registered on an EEA register are still required to register on the Trust Registration Service (TRS) if they have a UK tax liability
- The following countries are EEA member states:
 - Austria
 - Belgium
 - Bulgaria
 - Croatia
 - Republic of Cyprus
 - Czech Republic
 - Denmark
 - Estonia
 - Finland
 - France
 - Germany
 - Greece
 - Hungary
 - Iceland
 - Ireland
 - Italy
 - Latvia
 - Liechtenstein
 - Lithuania
 - Luxembourg
 - Malta
 - Netherlands
 - Norway
 - Poland
 - Portugal
 - Romania
 - Slovakia
 - Slovenia
 - Spain
 - Sweden

UK Trusts with assets held in Ireland, Isle of Man or Channel Islands

In this instance, a UK trust would be deemed to have a business relationship with Ireland, Isle of Man or Channel Islands. Therefore, the Trust will need to register with the relevant local Revenue registration service.

- Ireland:
 - Where a trust holds or takes out a policy with a company based on Ireland, the trust must register with the Irish Revenue CRBOT
 - This applies to UK trusts even if they have registered with the TRS as the UK is no longer part of the EU - this has only very recently been confirmed
 - You can register a trust through the ROS (Revenue Online System) [How to register](#)
 - The Irish Revenue has recently provided a detailed [guide](#). Section 3 gives information on how to apply for on-line services (similar to setting up a Government Gateway account). You will need to apply for a unique identifier called a TAIN which is required for the online registration. Please note that this part of the process is not fully automated and it can take around 2 weeks to receive the registration numbers.
- Isle of Man and Channel Islands:
 - It is our understanding that they have committed to creating CRBOT services, but no time frames have been given as to when this will be available
 - In the meantime, the trust should register using the TRS

Exemptions

Currently, the following trusts do not need to be registered, subject to certain conditions being met:

- Protection or retirement policies (eg pension-based death in service schemes), where the only benefit is a sum assured paid out on the death of a life assured, terminal illness or permanent disability or to meet the healthcare costs of the person covered. However:
 - These trusts will be required to register if the policy pays out and the proceeds are not paid out within two years from the date of death.
 - Protection policies in trust that have a surrender value can also remain excluded from registration until such time as the policy is surrendered. If the policy proceeds are retained in the trust, the trust will need to register.
- Will trusts are excluded from registration as an express trust for the first two years from the date of death. If the assets have not been paid out by this time, the trustees must register the trust. Trustees may still, however, have to register as a taxable trust if there is any tax to pay.
- Charitable trust that is registered as a charity in the UK or which is not required to register as a charity
- Bereaved minors trusts or adults 18-25 trusts set up under the will (or intestacy) of a deceased parent or the Criminal Injuries Compensation Scheme
- Registered pension schemes - pension schemes set up under trust may have a tax liability, such as stamp duty, but do not need to register with the TRS provided the trustees keep the scheme details up to date on the 'Manage and Register Pension Schemes service'. In this situation, HMRC considers that the pension scheme and trustees have met their TRS obligations.
- Personal injury trusts where a personal injury payment has been paid to a trust, subject to certain conditions
- Disabled trusts where beneficiary is a disabled person within the meaning given by Finance Act 2005. Additionally, disabled persons must be the only beneficiaries of the trust.
- Pilot trusts ie trusts with a value of £100 or less set up before 6 October 2020 are excluded. If set up after this date, they have to register
- It is a co-ownership trust set up to hold shares of property or other assets which are jointly owned by two or more people for themselves as tenants in common
- Trusts which are not set up deliberately by a settlor but are imposed by courts or created by legislation, are not 'express trusts' and do not have to register unless they need to obtain a UTR to complete a tax return. Examples of these trusts include ones set up under:
 - the intestacy laws when a person dies without a valid will and the assets in the estate are held by a trust before passing to relatives
 - a court order to hold compensation payments

- Bare trusts created for the purpose of opening a bank account for a minor (ie a child under the age of 18) or a person lacking mental capacity but note the following:
 - Investments held on trust for a minor will not qualify for exemption
 - Child Trust Funds and Junior ISAs are not trusts and therefore registration of these is not required
- Some financial products and arrangements with 'trust' in their title, such as a Unit Trust, Venture Capital Trust or Investment Trust, are not trusts in this sense and do not need to be registered.
- It is a 'financial' or 'commercial' trust created in the course of professional services or business transactions for holding client money or other asset.
- Some European Economic Area (EEA) registered trusts, although they will still have to register on the TRS if they have a UK tax liability – see '[Trusts Registered on an Economic Area \(EEA\) Register](#)' and '[UK Trusts with assets held in Ireland, Isle of Man or Channel Islands](#)' sections.

Further details can be found in [HMRCs Trust Registration Service Manual - Exclusions](#)

Common trust types

Below is a table which summarise the common trust types which might be encountered and whether they will need to register as either an express or taxable trust on the TRS. [Appendix 3 - Types of Trust](#) has more details about the main types of trust in the table below.

Is TRS required?		
Trust type	Express trust?	Taxable trust?
Bare Trust	Yes	No. Income and gains are taxed on the beneficiary not the trustees.
Bereaved Minor Trust & 18-25 Trusts	No	Yes, if there is a UK tax liability
Charitable Trusts	No	No
Disabled Persons Trust	No	Yes, if there is a UK tax liability
Discounted Gift Trust	Yes	Yes, if there is a UK tax liability (typically this would occur if there was a chargeable gain on the bond or IHT periodic or exit charges)
Discretionary Trusts	Generally discretionary trust will need to register. However, no reporting required for first two years if it is a will trust. No reporting required where a discretionary trust holds life assurance policies (whole of life/ term assurances etc.)	Yes, if there is a UK tax liability

Is TRS required? (continued)		
Trust type	Express trust?	Taxable trust?
Interest in Possession (IIP) Trusts	<p>Generally IIP trusts will need to register. However, no reporting required for first two years if it is a will trust.</p> <p>No reporting required where a discretionary trust holds protection policies (such as whole of life/term assurance etc.)</p>	Yes, if there is a UK tax liability
Loan Trusts	Yes	Yes, if there is a UK tax liability (typically this would occur if there was a chargeable gain on the bond or IHT periodic or exit charges)
Non-UK Resident Trusts	No – except if they hold UK land/property.	Yes, if there is a UK tax liability
Pension Schemes	UK pension schemes registered with HMRC under Part 4 Finance Act 2004 do not need to register under TRS.	Provided details up to date on the Manage and Register Pension Schemes service, HMRC considers that the trustees have met their TRS obligations.
Personal Injury Trusts	No	<p>Will depend upon type of trust created.</p> <p>Bare trusts will not need to register. All other trusts will need to register if they have a UK tax liability.</p>
Pilot Trusts	<p>Pre 6/10/20 pilot trusts which hold less than £100 do not need to register.</p> <p>Post 6/10/20 pilot trusts or any pilot trust where the value has exceeded £100 (e.g. where pension death benefits have been added to it) will need to register.</p>	Yes, if there is a UK tax liability for both pre and post 6/10/20. However, in many cases pilot trusts will just hold a £10 note or other nominal amount so there will be no tax payable until other assets are added to the trust.
Settlor Interested Trusts	Being settlor interested does not prevent trust from requirement to register. May have to register according to the rules that apply for the type of trust it is	Yes, if even though tax is assessed upon the settlor.
Statutory Trusts	No – these are created by law, such as under intestacy and they are not express trusts.	Yes, if there is a UK tax liability.

Is TRS required? (continued)		
Trust type	Express trust?	Taxable trust?
Will Trusts	There is no need to report for the first two years after death. Reporting requirements will then be determined by the type of trust created (for example a discretionary trust will need to register after two years but a bereaved minors trust would not).	Will trusts will need to register immediately following death if there is a UK tax liability.

Source: <https://techzone.abrdrn.com/anon/public/ihf-est-plan/Practical-guide-trustee-report>

The registration process

Who has to register a trust? The legal responsibility for registering falls on the trustees.

All trustees are equally legally responsible for the trust, but you will need to nominate one 'lead' trustee to be the main point of contact for HMRC.

The trustees can either:

- Appoint an agent to complete the registration for them – this is someone who has registered for an agent services account with HMRC. As things stand, they can only do this if their business operates as an accountancy service provider. First Wealth (London) Limited is not registered as an agent but can provide information to help complete the registration; or
- The lead trustee can register the trust:
 - See [Appendix 5 – How to Register a Trust](#) for an example of how to do this
 - They will receive the trust's unique reference number (URN) once it is registered
 - Once the lead trustee has registered the trust, if the trust is liable to tax, HMRC will send the lead trustee a Unique Taxpayer Reference (UTR), usually within 15 working days. The trustee will need the UTR to start filing self-assessment tax returns
 - The trustee can use the online service to view or make changes to their registered trust
 - They can get a PDF copy of the report to show proof of registration
 - If the trustee wants an agent to view or make changes to the trust's registration details, they must authorise them to do so

When does a trust need to be registered? What are the deadlines?

Taxable trusts

Registrable taxable trusts are required to register by 31 January or 5 October (depending on the type of tax that is due) following the end of the tax year in which the trust had a liability to UK taxation.



THINGS TO KNOW

If a trust is liable for more than one tax and both deadlines could apply, the trust should register by the earlier of the 2 deadlines.

The table below provides details:

Date created	Is the trust registered for Self Assessment (SA) for Income Tax or CGT?
Before 6 April 2021	<p>If the trust is already registered for SA and incurs a UK tax liability in a given tax year, then it must be registered by 31 January after the end of that tax year</p> <p>If the trust is not registered for SA and incurs an Income Tax or CGT liability for the first time in a given tax year, then it must be registered by 5 October after the end of the tax year</p> <p>If the trust is not registered for SA and does incur other taxes* in that tax year, then it must be registered by 31 January after the end of that tax year</p>
On or after 6 April 2021	The trust must be registered within 90 days of the trust becoming liable for tax or 1 September 2022 (whichever is later)

* Other taxes: IHT, Stamp Duty Land Tax, Stamp Duty Reserve Tax, Land and Buildings Transaction Tax (Scotland) or Land Transaction Tax (LTT) in Wales

Non-taxable trusts



THINGS TO KNOW

This includes trusts that were in existence on or after 6 October 2020 but have since ceased. Trustees should register such trusts on TRS with the required information and then are able to immediately close the trust record to record the fact that the trust has ceased

It could be that a trust is registered under the Non-Taxable Trust regime but then later moves into the Taxable Trust regime. In this case the deadlines relating to the Taxable Trust regime then become applicable. However, the earlier deadlines for registration still apply

The table below provides details:

Date created	Is the trust registered for Self Assessment (SA) for Income Tax or CGT?
Before or on 6 October 2020	Must be registered by 1 September 2022
After 6 October 2020	Must be registered within 90 days of being created or by 1 September 2022 (whichever is later)

Notification of changes

The TRS record must be kept up to date and can be done online using the Organisation Government Gateway User ID and password created in the original registration.

The information on TRS must be updated within 90 days of the date that the trustees become aware of changes to the trust details or beneficial ownership.

If the trust is taxable, you must declare the trust is up to date on an annual basis by 31 January.

The [Management of Trust Record](#) (scroll to the end and click on 'Start Now') allows you to, amongst other things:

- Update details of your trust
- Declare no changes
- Authorise an agent
- Close trust on the TRS
- Get proof of registration

How to register a trust

There are 4 basic steps to registering a trust:

- ① Gather the required information:
 - It is a good idea to gather all the information required before you start. A proforma of the details required is at the end of this Guide: [Appendix 4 – Information Required Proforma](#)
 - Further guidance can be found here: [HMRC Guidance on Information Required](#)
- ② Set up an Organisation Government Gateway User ID and Password – see [Appendix 5– How to Register a Trust](#)
- ③ Register the trust – see [Appendix 5 – How to Register a Trust](#)
- ④ Keep a record - where the option is provided to print details you should accept and save/print a copy to a PDF for your own records:
 - This record should be saved for later reference
 - A copy should also be given to First Wealth because under current anti-money laundering legislation, when a new relationship is entered into, 'obliged entities' (eg new provider the trust is making an investment with) must collect proof of registration on the TRS:
 - The onus will be on the trustee to provide this
 - this gives the lead trustee control over who sees the details on the Register
 - In general, this evidence will need to be seen before the relationship is established

Penalties

Penalties may apply if the Trustee(s) fail to register or update the information on time and cannot show HMRC that they took reasonable steps to do so.

The penalties are:

- £100 for registering up to three months after the deadline
- £200 for registering between three to six months after the deadline
- £300 or 5% of the total tax liability in the relevant year (whichever is higher) for registering more than six months after the deadline

Penalties will not be issued automatically and will be reviewed on a case by case basis.

Further Resources

The [HMRC Trust Registration Manual](#)

Risk Warnings

As you are aware we are not tax specialists. Any information we have provided about the tax is based on our understanding of current tax law and HM Revenue & Customs' practice. Please remember that levels and bases of tax relief can change, as can tax rules. This advice is based on current rules, and we recommend you seek further clarification from a Tax Specialist/Accountant. As a Trustee and/or a Beneficiary, you are personally responsible for ensuring tax is declared and paid on time and correctly, we cannot be held liable in any way and therefore encourage you to confirm these details with an Accountant and/or Tax Specialist.

You may also wish to seek clarification from a solicitor on any legal points.

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Appendix 1 – Abbreviations

CGT – Capital Gains Tax

CRBOT - Central Register of Beneficial Ownership of Trusts

EEA – European Economic Area

IHT – Inheritance Tax

SA – Self Assessment

TRS – Trust Registration Service

Appendix 2 – Terminology

Beneficial Owners

- Settlers
- Trustees
- Beneficiaries

Beneficiary

The beneficiaries of a trust are the persons for whose benefit the property is held.

Depending on the trust, there may be one beneficiary, or several. Sometimes, the beneficiaries are defined as a class of persons (for example, 'children of X'), rather than being named individually.

Beneficiaries can be individuals or other legal persons (such as companies).

Protector

Any person who has control over the trust – could also be an advisor, enforcer or nominator.

It is the nature of the control that is relevant, not the title of the person referred to.

Settlor

An individual sets up the trust and provides the for the trust.

This can be during the settlor's lifetime or on death.

Trustee

The trustees are the persons who hold the property in the trust for the benefit of the beneficiaries and are responsible for the administration of the trust.

They can be an individual or a business/organisation.

Appendix 3 – Types of trust

Bare Trust

Assets in a bare trust are held in the name of a trustee.

However, the beneficiary has the right to all of the capital and income of the trust at any time if they're 18 or over (or 16 or over in Scotland).

This means the assets donated by the settlor will always go directly to the intended beneficiary.

Trustees of a bare trust are often referred to as 'nominees', especially if the assets held by the nominee are shares in a limited company.

Bereaved Minor Trust and 18-to-25 Trust

These are trusts for the benefit of a bereaved child under 18 or, in the case of an 18-to-25 trust, for a bereaved person under 25.

These trusts are usually set up under the will of a deceased parent.

They are used as a means for a parent to pass assets to a child whilst (for 18-to-25 trusts) being able to specify the age at which the child becomes absolutely entitled to the whole of the assets.

These trusts have specific meaning within s71A and s71D of the Inheritance Tax Act 1984.

Bereaved minor trusts may also arise in England and Wales through the intestacy of the deceased parent.

Charitable Trust

Trusts that are registered as a charity in any part of the UK.

Disabled Person or Persons Trust

This is a trust set up for the benefit of a disabled person or persons.

Discretionary Trust

These are where the trustees have discretion to make decisions about how to use the capital and income of the trust.

Interest in Possession Trust

This is a trust where the trustees must pass on all trust income to the beneficiary as it arises (less any expenses).

The beneficiary is referred to as having an 'interest in possession' in the income of the trust.

In some cases, the beneficiary has the interest in possession for a fixed period, but usually the beneficiary has the life interest for the remainder of their life. In such cases the beneficiary is referred to as the 'life tenant' and the trust may be referred to as a 'life interest trust'. In Scotland, the equivalent terms are 'liferenter/liferentrix' and 'liferent trust'.

These trusts are often created by the terms of a will, giving an individual (for example, a surviving spouse or civil partner) the right to benefit from the deceased's assets for their lifetime, with the assets then passing under the terms of the deceased's will to a different individual (for example, a surviving child).

Non-UK Resident Trusts

This is a trust where the trustees are not resident in the UK for tax purposes.

Pilot Trusts

These are trusts that are set up holding a nominal amount.

They are typically set up for potential future use, when more substantial amounts will be added, but in practice they remain dormant until that time.

Settlor-interested Trusts

These are trusts of any type where the settlor or the settlor's spouse or civil partner may benefit from the trust.

For example these could be an interest in possession trust or a discretionary trust.

Statutory Trust

This is a trust set up automatically under the terms of legislation.

For example, in England and Wales the laws of intestacy provide for assets to be held in trust where the deceased dies without a will and leaves a surviving spouse and children.

Will Trusts

These are trusts of any type set up under the terms of the will of a deceased person.

Appendix 4 – Information Required Proforma

We've created several forms to help you collect the details required before you apply online.

They include:

① Trust details (Repeat for each trust)	↓ DOWNLOAD
② Trustee details	↓ DOWNLOAD
③ Settlor details	↓ DOWNLOAD
④ Beneficiaries	↓ DOWNLOAD
⑤ Tax liability details	↓ DOWNLOAD

(Details required ONLY where trust has a tax liability – we recommend you speak to a tax specialist before completing and submitting any trust-based tax returns)

Appendix 5 – How to Register a Trust

This is provided by way of an example. Your trust may differ and you should professional guidance if you are unsure of the answers to any of the questions you may be asked.

There are two steps:

- Step 1 - Set up the Gateway Account for the Trust
- Step 2 - complete the TRS registration for the Trust

Step 1

Set up the Gateway Account for the Trust

- 1.1 Trustees of multiple Trusts will need to create a separate gateway account for each Trust they act for.

These gateways are entirely separate from any personal or company tax account set up by – your personal Government Gateway ID will not work.

The Trustee should set up an organisation account, not an individual account.

The Trustee can use the same email address for each account but will be given a separate user ID and access code for each Trust.

Start the process by using this link:

<https://www.gov.uk/guidance/register-a-trust-as-a-trustee>

You will need:

- Your name
- An email address
- A password
- A memorable word, which the Government Gateway calls a ‘recovery’ word

- 1.2 As there is no gateway account set up for the Trust, select the button [Create sign in details](#) on the screen

- 1.3 The entry on this screen should be for the lead trustee ie the person who will be responsible for liaising with HMRC and who deals with the day-to-day correspondence in respect of the administration of the trust.

The Lead Trustee should enter their email address and click [Continue](#).

Remember –The Trustee can use the same email address where they are the Trustee of multiple Trusts. If necessary, once registration is complete, the TRS record can be amended to show the lead trustees email address.

- 1.4 HMRC will send a verification code to the email address provided. The email from HMRC may take a while to arrive - please also check spam folders. It will be titled 'Confirm your email address – Government Gateway'

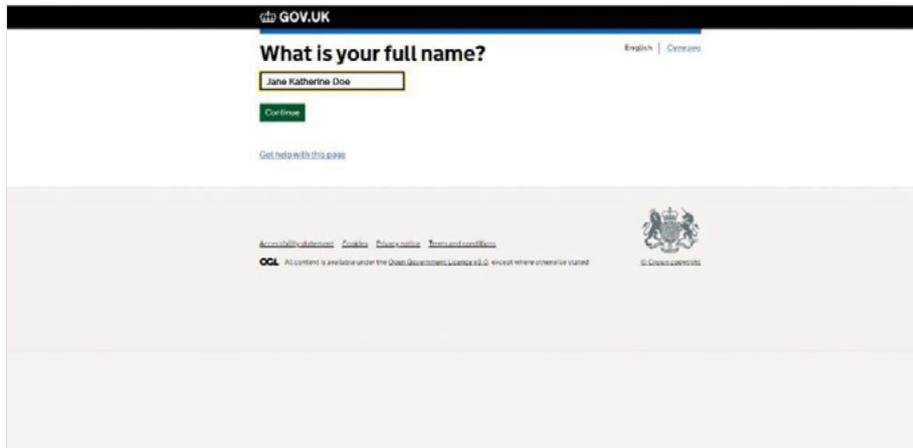
Enter the verification code. Click [Confirm](#).

- 1.5 Once confirmation received click [Continue](#).

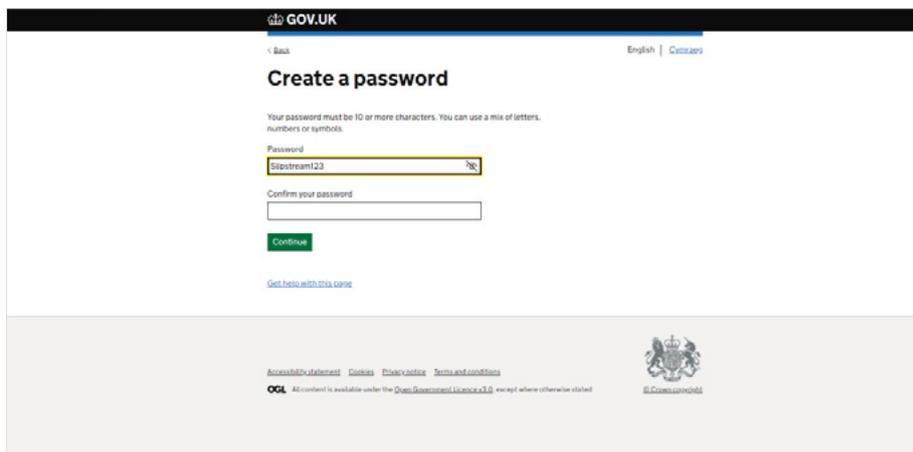
- 1.6 Enter the full name of the lead trustee – as per the completed TRS Fact find.

The lead trustee is the person who HMRC will correspond with, when and if necessary. This should be the person the adviser writes to normally.

Click [Continue](#).



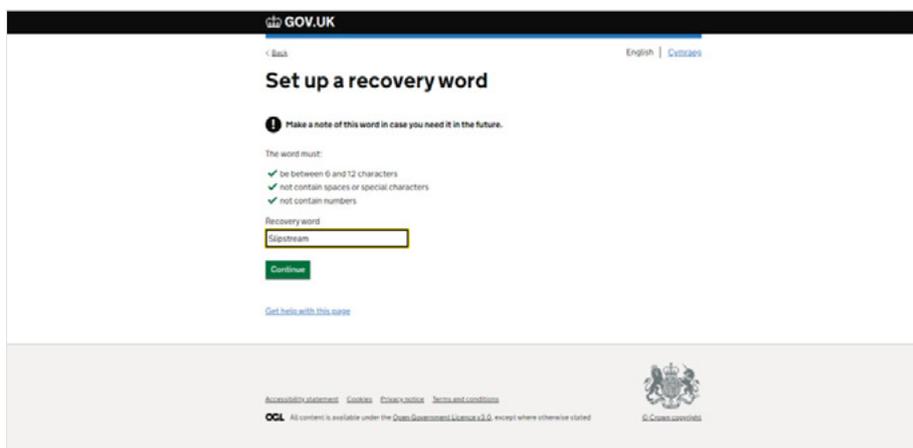
1.7 Create a password which is unique to the respective Trust. Click [Continue](#).



1.8 You'll be presented with a "Set up recovery for your sign in details" screen. The recovery word enables the Trustee to access the Trust record in the event that they forget or lose the password for the Trust. The recovery word should be easily remembered and can be the same for each Trust even though the password will be different.

Click [Continue](#).

1.9 Enter your chosen recovery word. Click [Continue](#).



- 1.10 The next screen is important as it contains the unique user ID for the gateway for the Trust. The trustee will need this to:
- create the trust record on TRS and
 - update the record in the future.

This should be kept in a safe place, ideally print the screen and save to a permanent folder.

HMRC will also send confirmation of the User ID to the email address provided. The email from HMRC confirming the user ID may take a while to arrive, and it will be titled 'Your Government Gateway User ID'. Please also check spam folders.

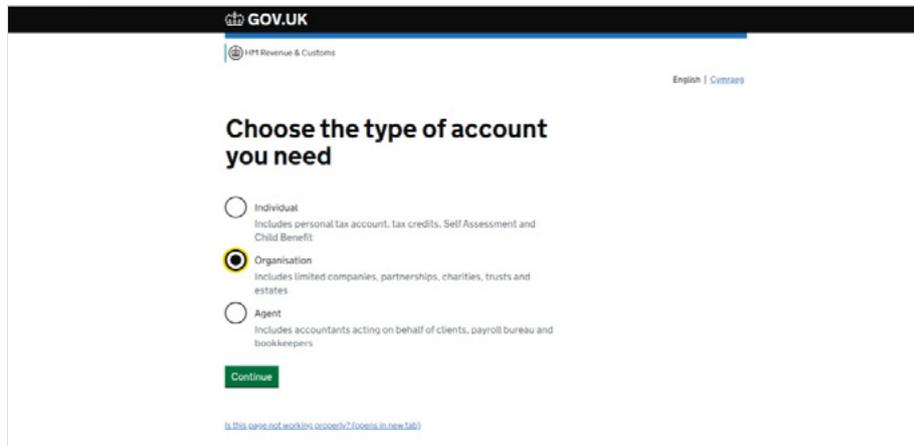
Click [Continue](#).



- 1.11 The next screen is where we determine the type of record required on the Gateway – **it is essential that the trustee selects an Organisation account.**

If the wrong type of account is selected at this stage, it will be necessary to start the process again with a new Gateway account and user ID.

Select the 'Organisation' option. Click [Continue](#).

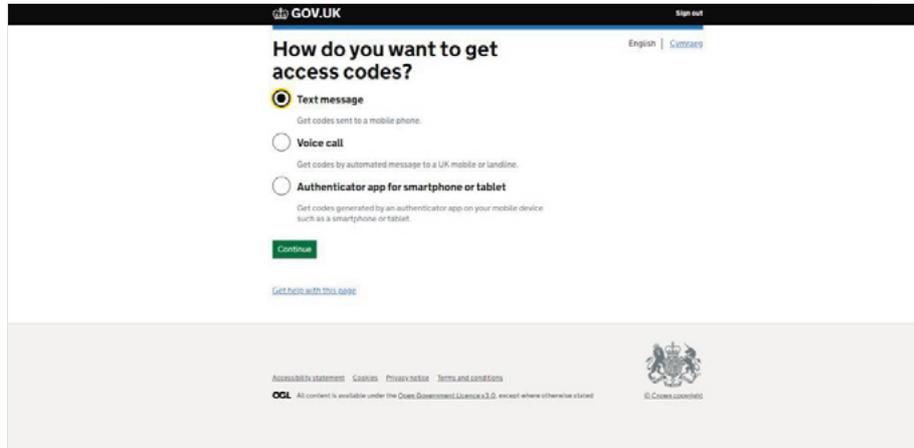


- 1.12 You'll be presented with a "You need to set up additional security" screen.

Click [Continue](#).

- 1.13 Select your preferred option for receiving access codes. Click [Continue](#).

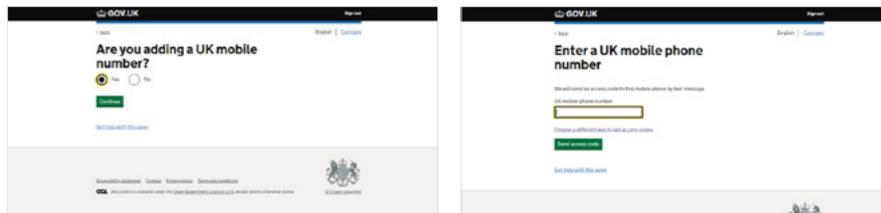
For this example we've chosen 'Text message'.



Follow the steps to set up your security method.

In this example we confirm a UK mobile number.

The access code will be sent as a text message to the mobile number selected – it may take a little while to arrive. The text message will be from 60551 and contain a 6-digit code which expires after 15 minutes.



- 1.14 Once the process to set up the Gateway is complete, you'll be presented with a "You've set up additional security" screen.

Click [Continue](#).

Step 1 is complete.

Step 2

Complete the TRS registration for the Trust

- 2.1 To successfully complete the TRS registration, you will need the information collated on the Appendix 4 – Information Required Proforma
- 2.2 To sign into the Gateway Account, enter the unique User ID sent to you by HMRC and the password you created. Click [Sign In](#).

- 2.3 Complete the further verification steps.

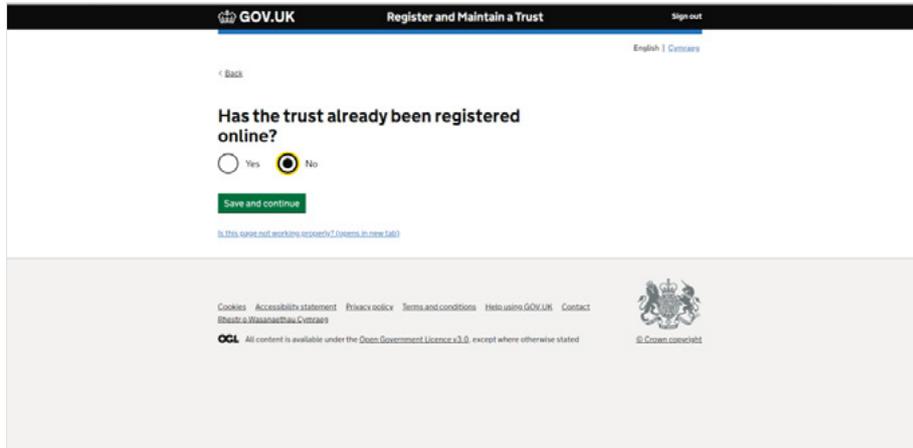
In this example a new access code will be sent as a text message

The access code will be sent as a text message to the mobile number selected – it may take a little while to arrive. The text message will be from 60551 and contain a 6-digit code which expires after 15 minutes.

Enter the code. Click [Continue](#).

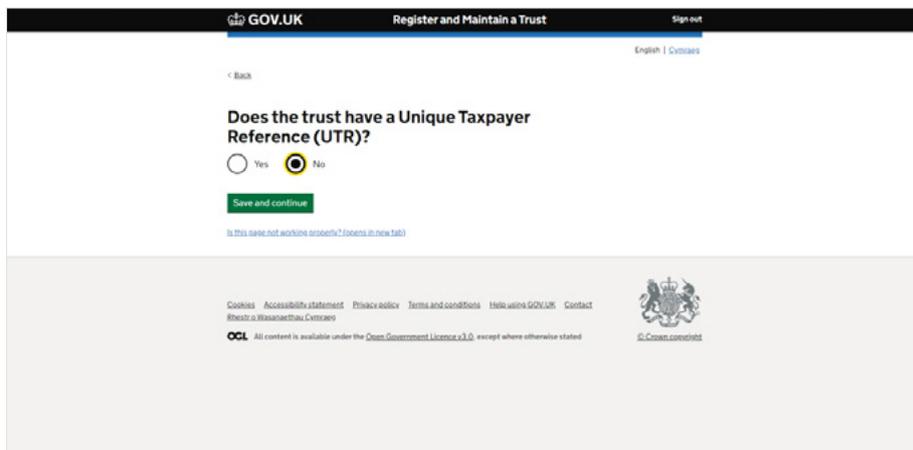
- 2.4 For reportable/non taxable trusts, there was no requirement previously to register for TRS, so the answer on this screen will be No.

Select the 'No' option. Click [Save and continue](#).



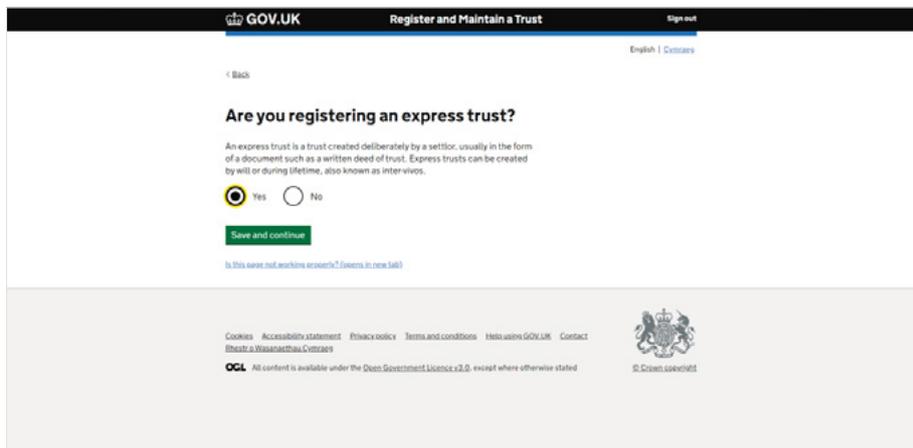
2.5 As a non-taxable Trust registering for the first time on TRS, the Trust will not have a UTR so the answer on this screen is No.

Select the 'No' option. Click [Save and continue](#).



2.6 An express trust is a trust created deliberately by a settlor, usually in the form of a document such as a written deed or declaration of trust.

Select the applicable answer. Click [Save and continue](#). For this example we've selected 'Yes'.



2.7 You're presented with the "Does the trust have any tax liability..." screen.

Select the applicable answer. Click [Save and continue](#).
For this example we've selected 'No'.

The screenshot shows the GOV.UK website interface for 'Register and Maintain a Trust'. The main heading is 'Does the trust have any tax liability from 6 April 2021 to 5 April 2022?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected. Below the options is a green 'Save and continue' button. At the bottom of the page, there is a footer with links for Cookies, Accessibility statement, Privacy policy, Terms and conditions, Help, Join GOV.UK, and Contact. The footer also includes the OGL logo and the text 'All content is available under the Open Government Licence v3.0, except where otherwise stated' and the Royal Coat of Arms.

2.8 You're presented with the "Has the trust had any tax liability..." screen.

Select the applicable answer. Click [Save and continue](#).
For this example we've selected 'No'.

The screenshot shows the GOV.UK website interface for 'Register and Maintain a Trust'. The main heading is 'Has the trust had any UK tax liability in the last four tax years?'. Below the heading, there is a sub-heading 'A trust has a tax liability if it either:' followed by a list of three bullet points: 'needs to fill out a Self Assessment: Trust and Estate Tax Return (SA900)', 'is liable for Capital Gains Tax', and 'is liable for Income Tax'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected. Below the options is a green 'Save and continue' button. At the bottom of the page, there is a footer with links for Cookies, Accessibility statement, Privacy policy, Terms and conditions, Help, Join GOV.UK, and Contact. The footer also includes the OGL logo and the text 'All content is available under the Open Government Licence v3.0, except where otherwise stated' and the Royal Coat of Arms.

2.9 You're presented with the "Before you continue" screen.
The lead trustee should be the person who deals with the trust's affairs on a day to day basis and who is responsible for correspondence etc.

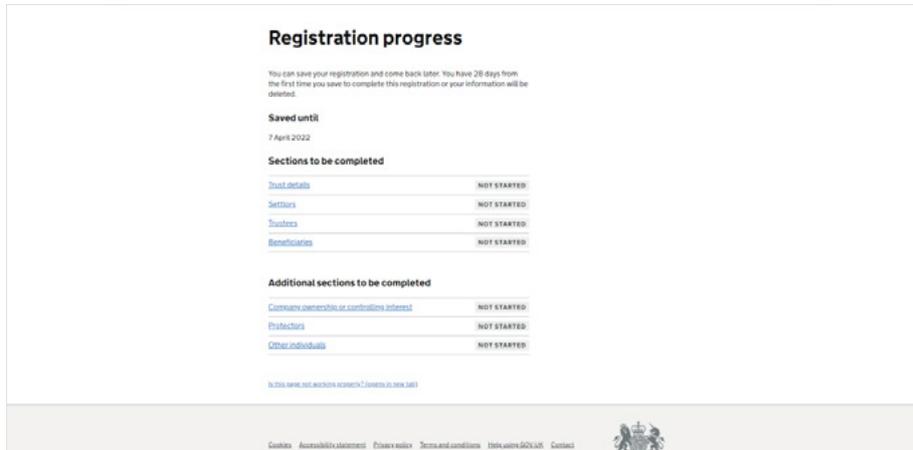
Click [Continue to register the trust](#).

2.10 You're presented with the "Registration progress" screen.

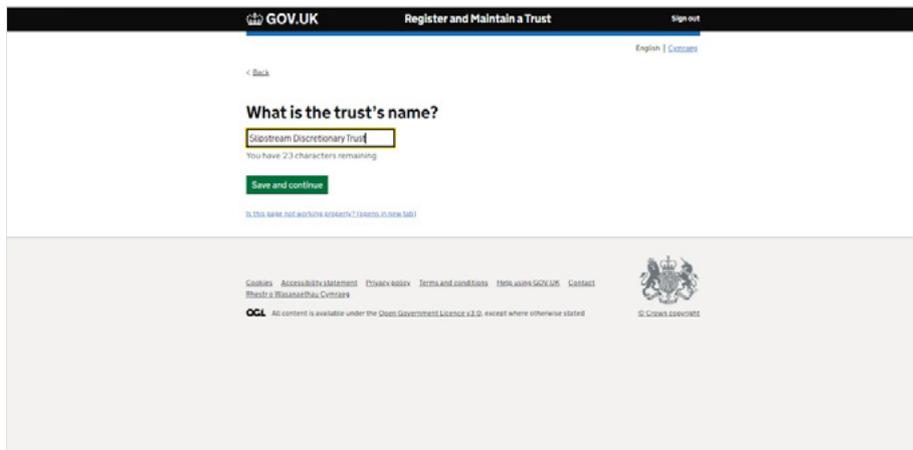
Once the trustee has got to this stage of the registration process, the information already entered will be saved, should they need to exit and return with additional information to complete the registration at a later date.

However, progress to date will only be saved for 28 calendar days (or four weeks) after which it will be necessary to start the registration process again (although not the gateway set up).

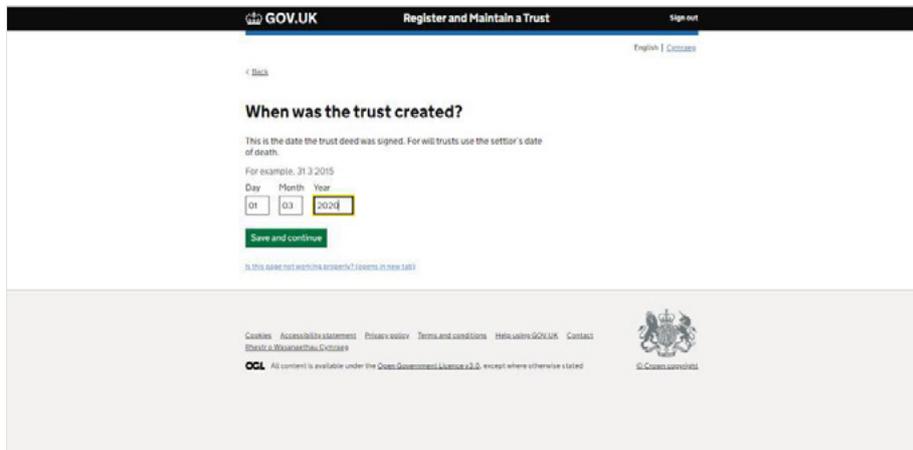
In the contents table, click [Trust details](#).



2.11 Enter the trust's name. Click [Save and continue](#).

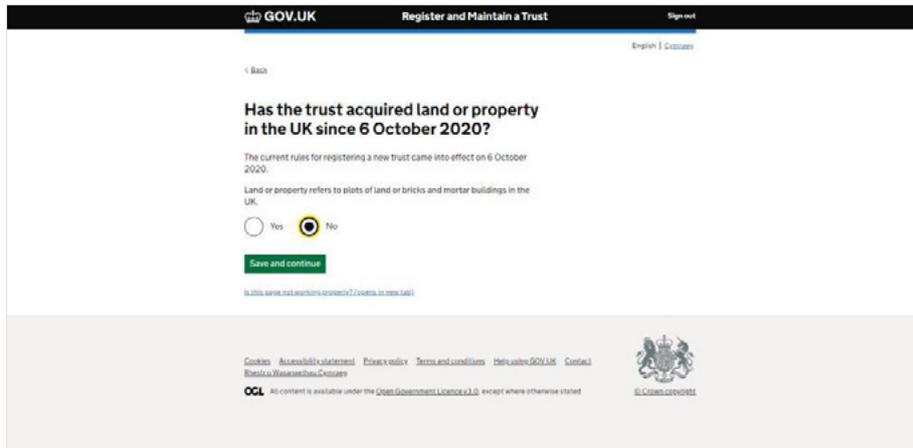


2.12 Enter the date on the trust deed. Click [Save and continue](#).



2.13 If the trustees have not acquired an interest in UK land or property then answer on this screen will be No.

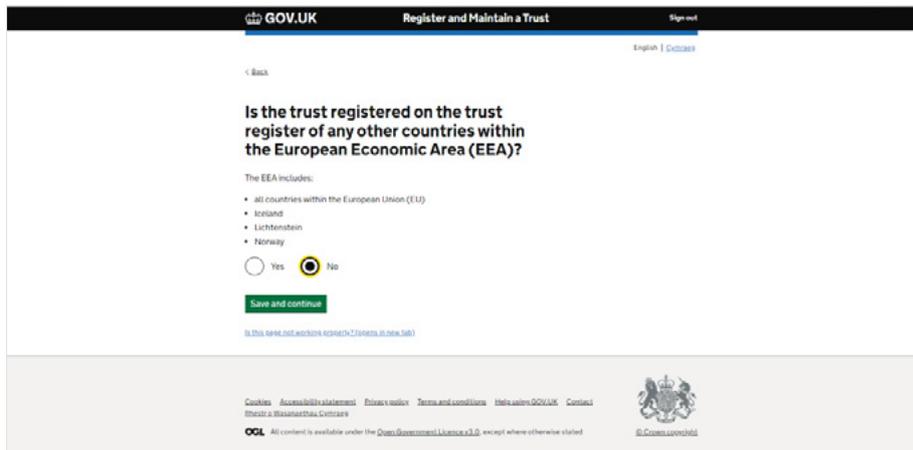
Select the 'No' option. Click [Save and continue](#).



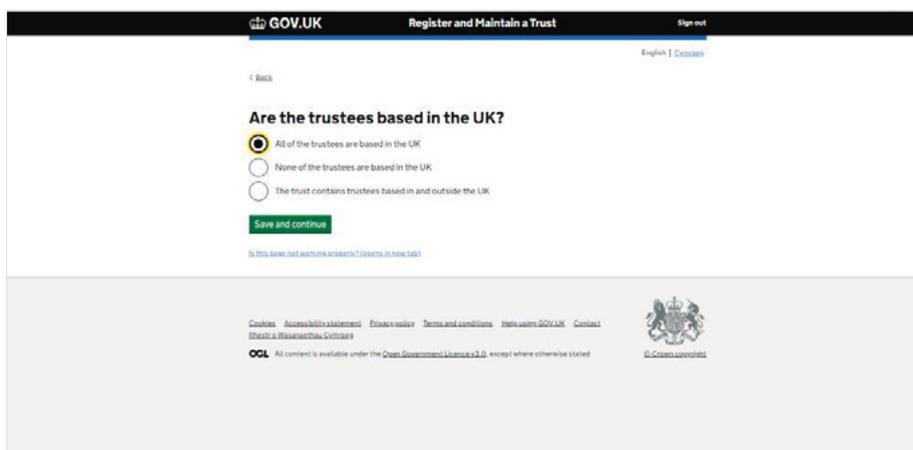
2.14 For onshore and Isle of Man (IMO) based investments, the Trust will not be registered outside of the UK and the answer on this screen should be No.

For Irish issued investment bonds you will need to answer Yes – see UK Trusts with assets held in Ireland, Isle of Man or Channel Islands.

Select the applicable answer. Click [Save and continue](#).
For this example we've selected 'No'.

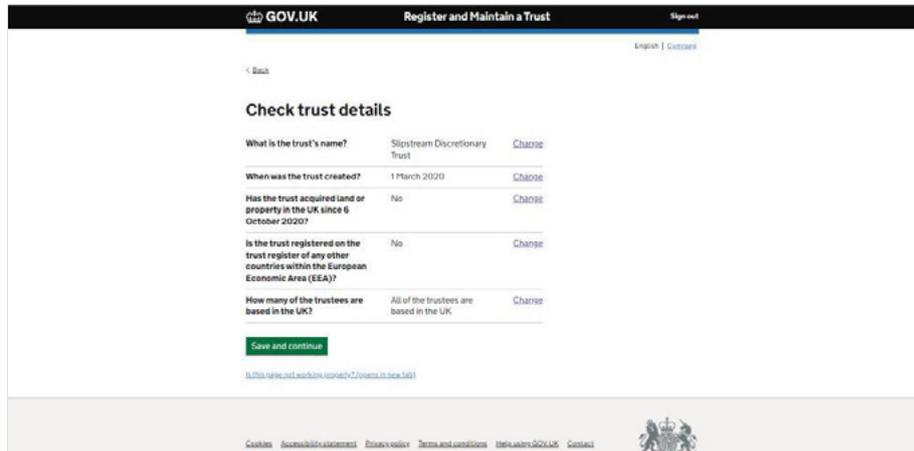


2.15 Select the applicable answer. Click [Save and continue](#).
For this example we've assumed all trustees are based in the UK.

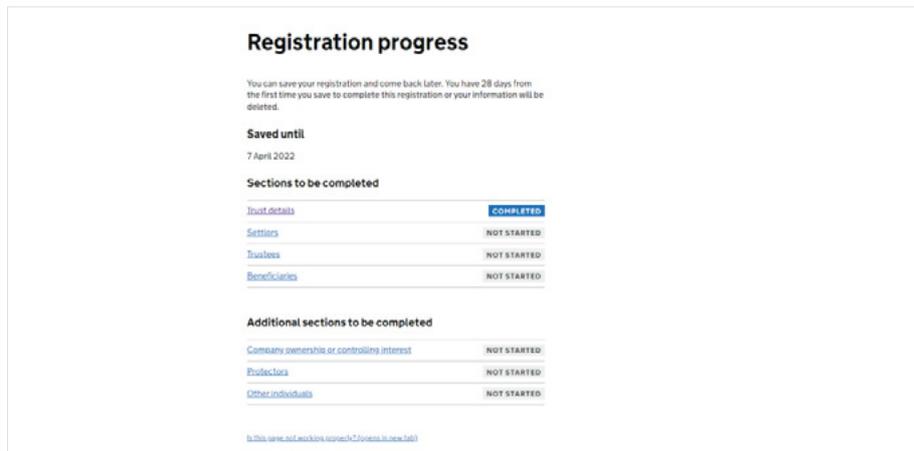


2.16 You're presented with the "Check trust details" screen.

Review the contents and make any changes if necessary. Click [Save and continue](#).



2.17 In the contents table, click [Settlors](#). The settlor is usually the person(s) who created the trust and made the gift into it.

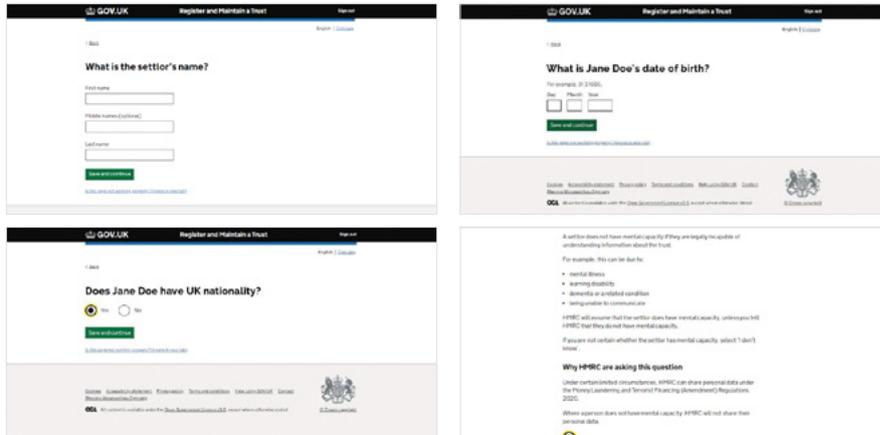


2.18 You're presented with the "Information you need to register a settlor" screen. Read the contents. Click [Continue](#).

2.19 Complete the steps to register a settlor.

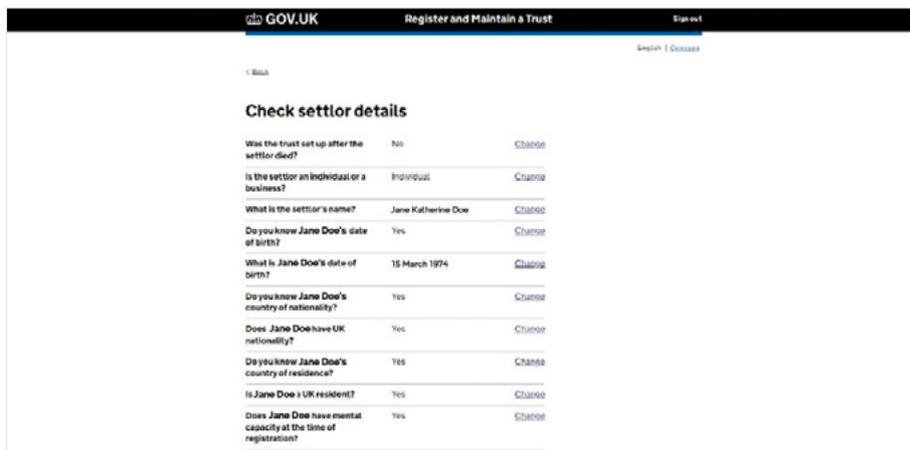
Within these steps, HMRC asks questions in respect of the Settlor's mental capacity – if the settlor lacks capacity at the time of registration, his/her data will not be shared by HMRC.





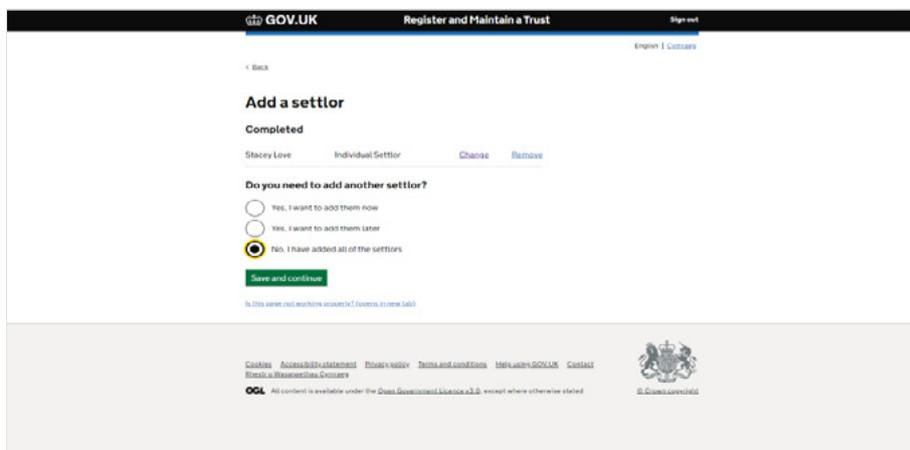
2.20 You're presented with the "Check settlor details" screen.

Review the contents and make any changes if necessary.
Click [Save and continue](#).

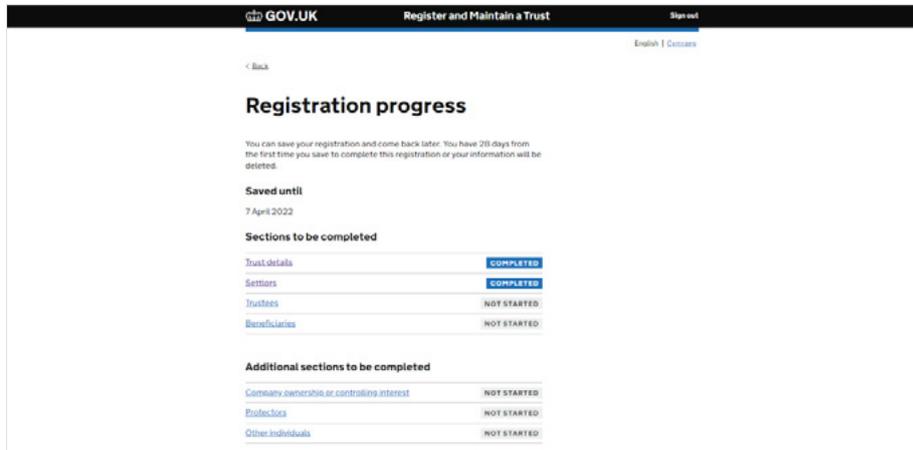


2.21 If the Trust has joint settlors, the second settlor should be added via this screen. If you do not have the information to hand, you can add the second settlor's details later.

Select the applicable answer. Click [Save and continue](#).
For this example, we've selected the 'No, I have added all of the settlors' option.



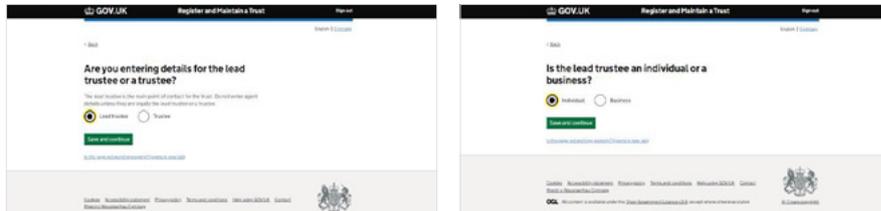
2.22 In the contents table, click [Trustees](#).



2.23 You're presented with the "Information you need to register a trustee" screen. Read the contents. Click [Continue](#).

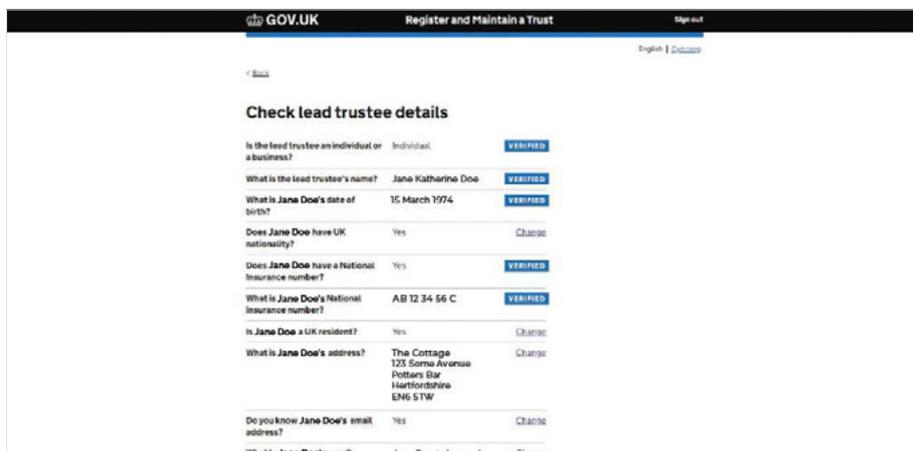
2.24 Complete the steps to register a lead trustee. You will be asked the same details as for the settlor and, in addition, the lead trustee's:

- National Insurance number
- Address
- Email address if they have one - this is optional and not a legal requirement
- Telephone number (landline or mobile) - this is compulsory



2.25 You're presented with the "Check lead trustee details" screen.

Review the contents and make any changes if necessary. Click [Save and continue](#).



- 2.26 If the Trust has multiple trustees, they should be added via this screen.
If you do not have the information to hand, you can add the other trustee details later.

Select the applicable answer. Click [Save and continue](#).
For this example, we've selected the 'Yes, I want to add them now' option.

- 2.27 Complete the steps to register a lead trustee.

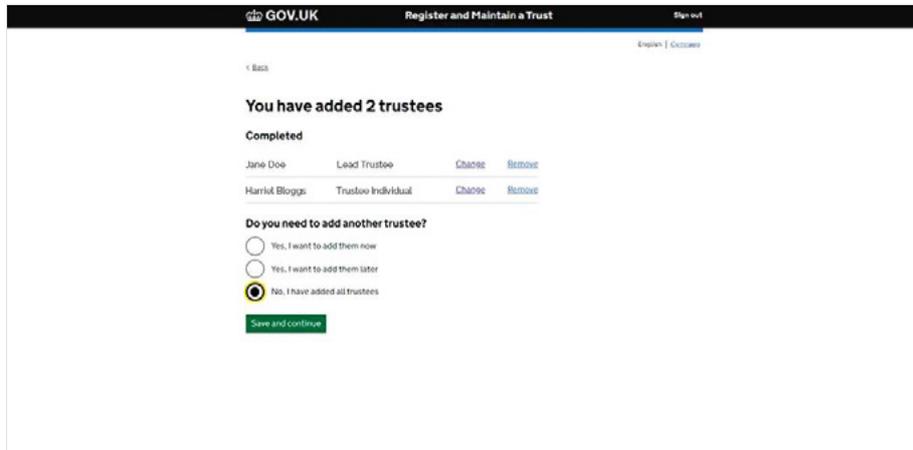
You will be asked the same details as for the settlor.

Once completed you're presented with the "Check trustee details" screen.

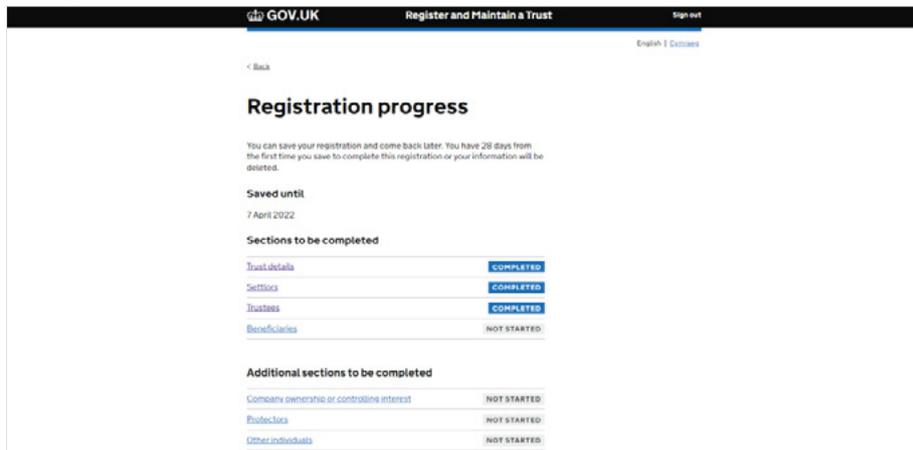
Review the contents and make any changes if necessary.
Click [Save and continue](#).

- 2.28 If there are more trustees to be added, add them via this screen.

Select the applicable answer. Click [Save and continue](#).
For this example, we've selected the 'No, I've added all trustees' option.



2.29 In the contents table, click [Beneficiaries](#).



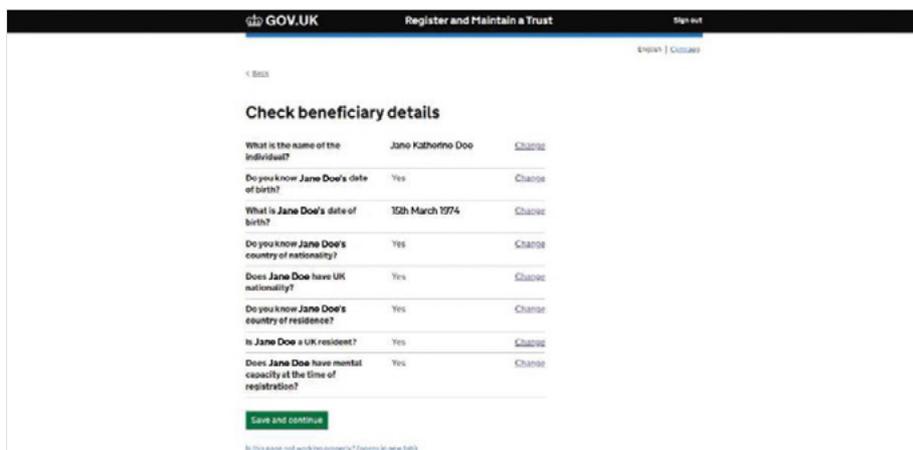
2.30 You're presented with the "Information you need to register a beneficiary" screen. Read the contents. Click [Continue](#).

2.31 Complete the steps to register a beneficiary.

It is suggested you add named beneficiaries first, followed by the class of beneficiaries. You will be asked the same details as for the settlor.

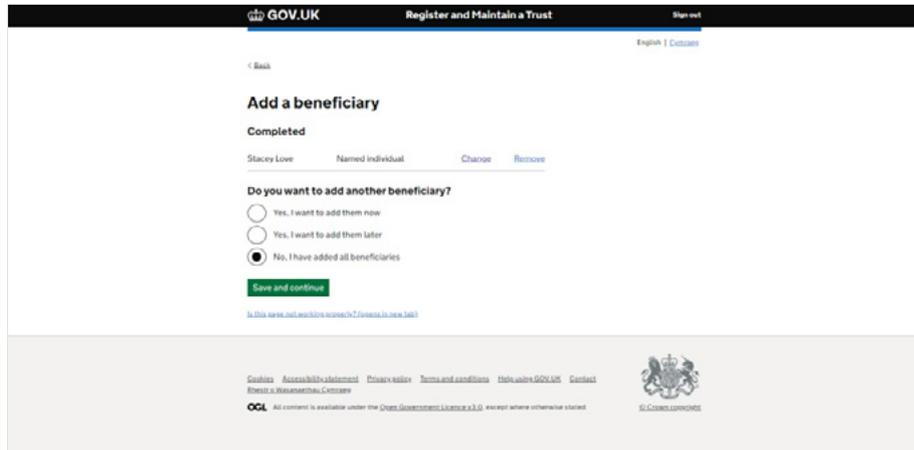
Once completed you're presented with the "Check beneficiary details" screen.

Review the contents and make any changes if necessary. Click [Save and continue](#).

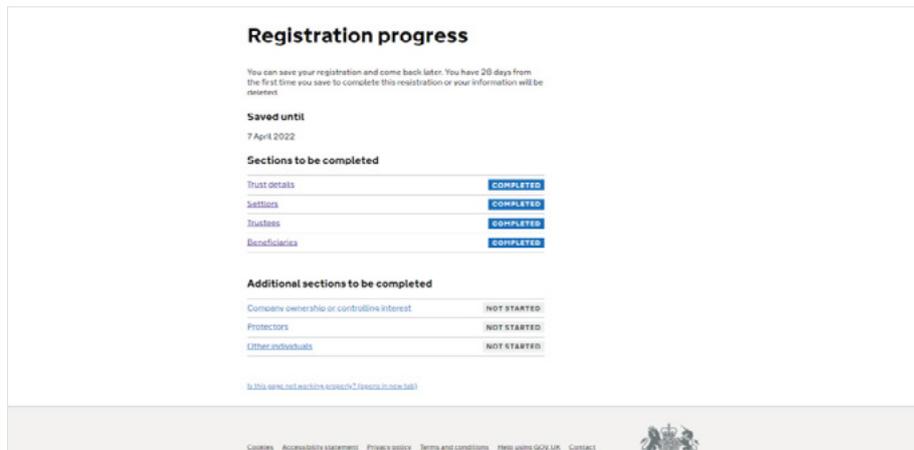


2.32 If the Trust has multiple beneficiaries, they should be added via this screen. If you do not have the information to hand, you can add the other trustee details later.

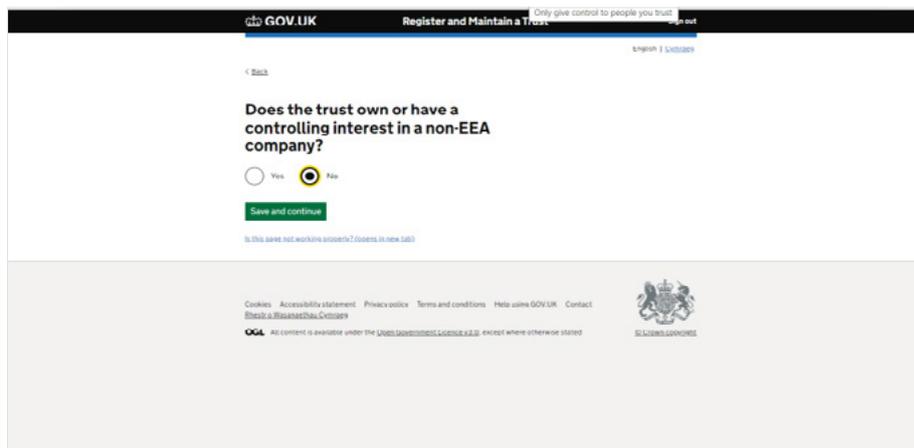
Select the applicable answer. Click [Save and continue](#). For this example, we've selected the 'No, I have added all beneficiaries' option.



2.33 'Additional sections' should now be completed. In the contents table, click [Company ownership or controlling interest](#).

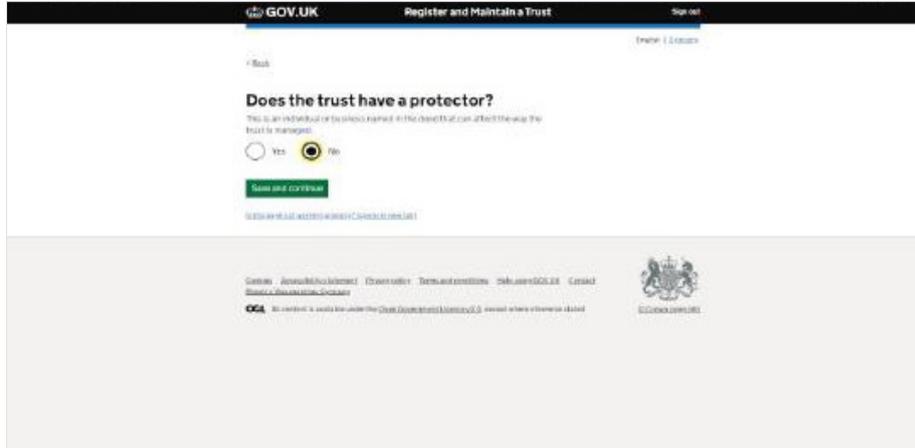


2.34 Select the applicable answer. Click [Save and continue](#). For this example, we've selected the 'No' option.



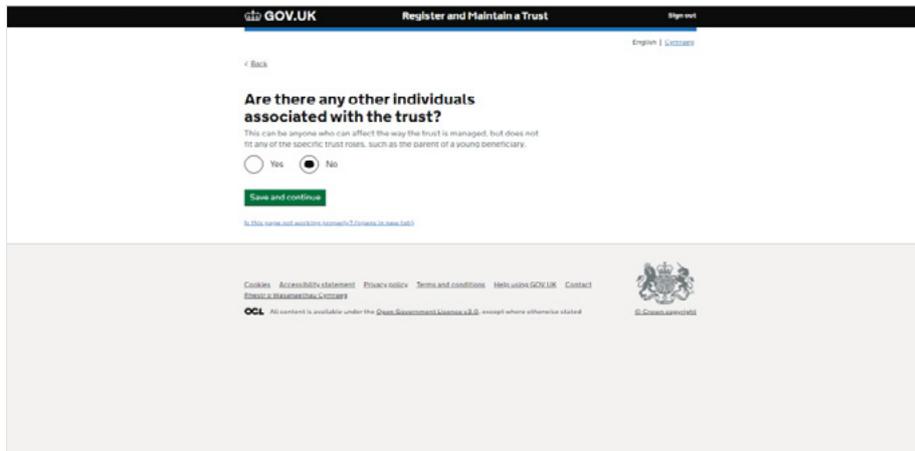
2.35 In the contents table, click [Protectors](#).

2.36 Select the applicable answer. Click [Save and continue](#).
For this example, we've selected the 'No' option.

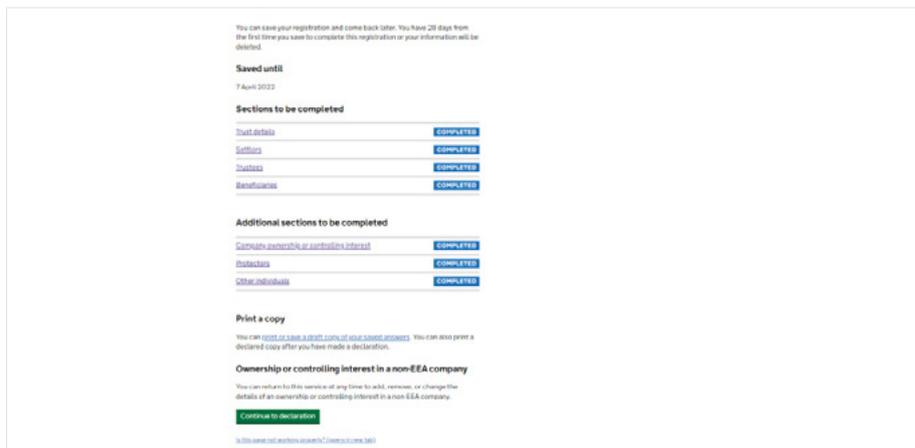


2.37 In the contents table, click [Other individuals](#).

2.38 Select the applicable answer. Click [Save and continue](#).
For this example, we've selected the 'No' option.



2.39 Once all sections are complete, click [Continue to declaration](#).



2.40 Complete the declaration. Click [Confirm and send](#).

2.41 You're presented with the "Registration received" screen.

This is not the URN for the Trust – it is only confirmation reference for submission of the registration.

NOTE – it confirms in the section Managing the Trust that the trust does not need to make an annual declaration or submit an annual tax return, but the details do need to be kept up to date and let HMRC know if the trust becomes taxable.

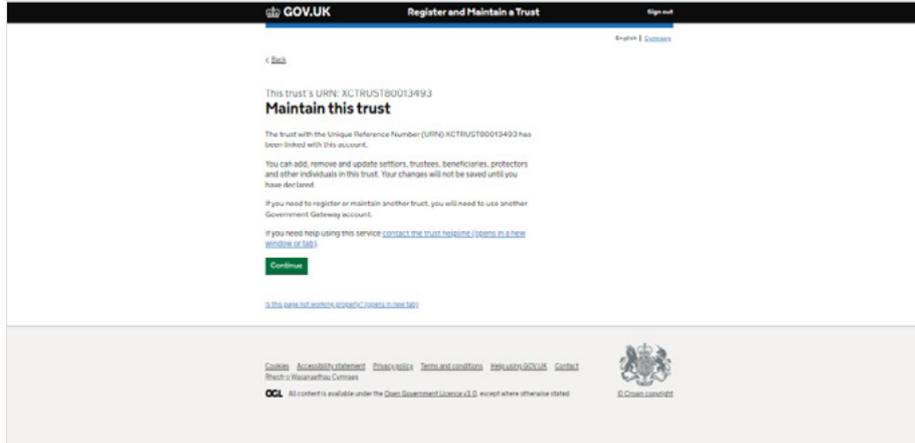
To view the trust's URN, you will need to sign out of the service and sign back in again. To do this, click [Sign out](#) in the top right corner of your screen.

2.42 Sign back in again and enter the verification access code.

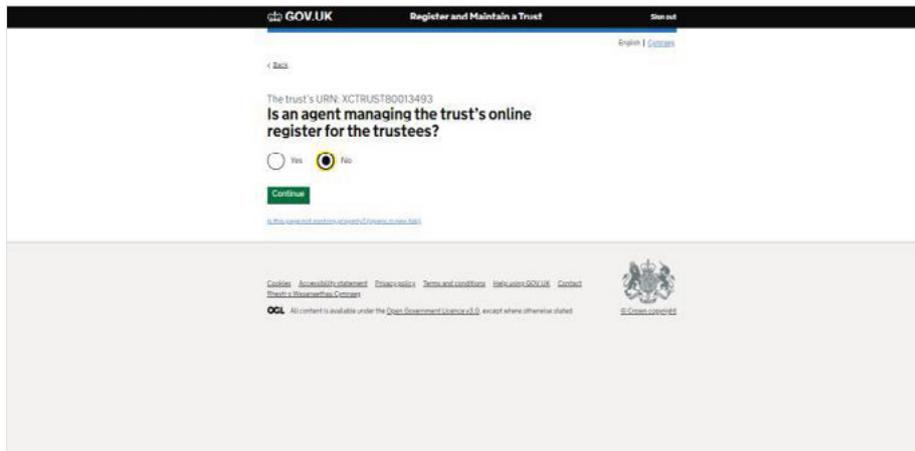
2.43 You're presented with the "Maintain this trust" screen.

This page gives you the URN for the trust. HMRC will also send this to you as the lead trustee. We suggest you print this screen and keep it on the permanent record.

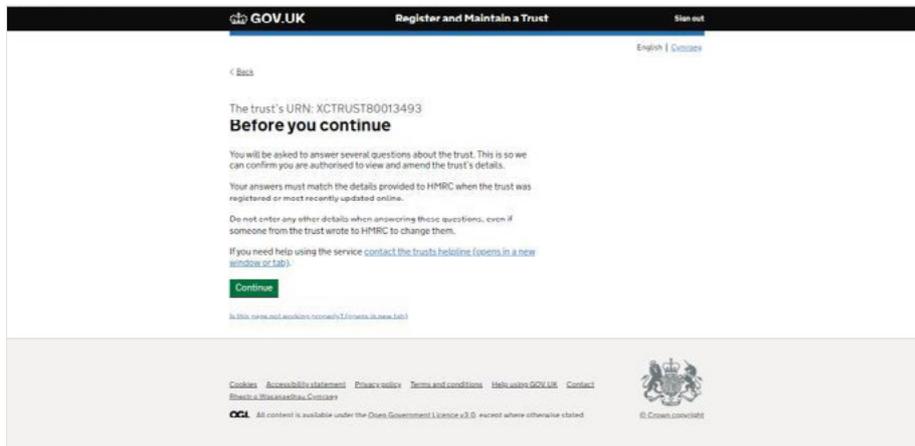
Click [Continue](#).



2.44 Select the applicable answer. Click [Save and continue](#). For this example, we've selected the 'No' option.

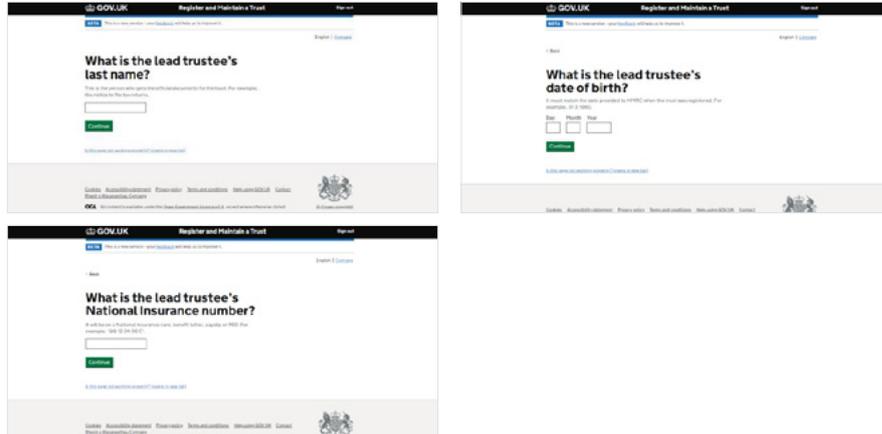


2.45 You're presented with the "Before you continue" screen. Read the contents. Click [Continue](#).



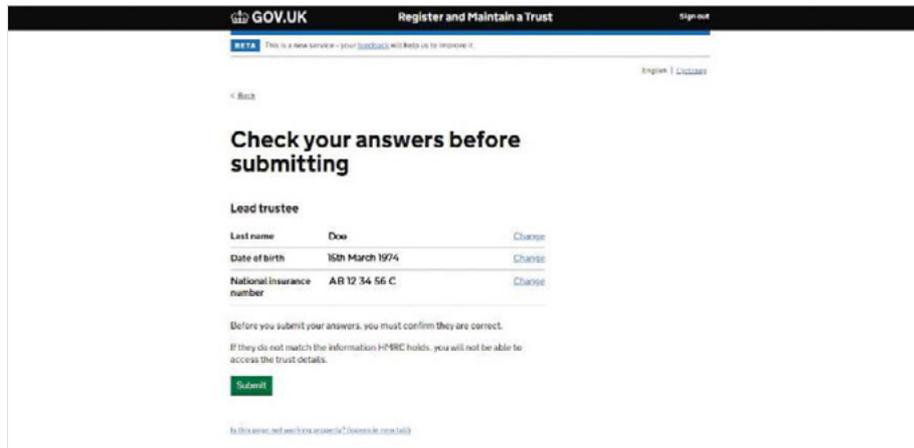
- 2.46 Complete the steps to authenticate your access to the trust’s information. It’s important that any information entered here is the same as the information provided in the ‘lead trustee’ registration process.

Click [Continue](#).



- 2.47 Once completed you’re presented with the “Check your answers before submitting” screen. Review the contents and make any changes if necessary.

Click [Submit](#).



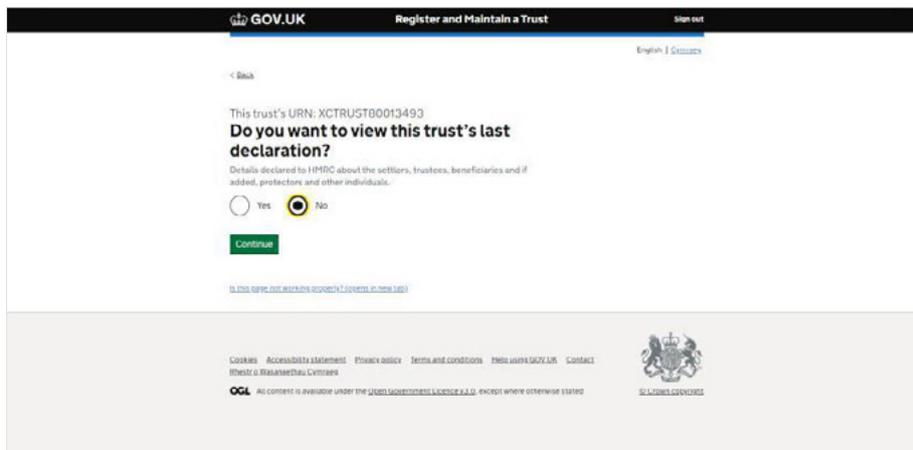
- 2.48 You’re presented with the “You have successfully answered the trust’s security questions” screen.

Click [Continue](#).

- 2.49 You’re presented with the “Maintaining this trust” screen. Read the contents. Click [Start maintaining this trust](#).



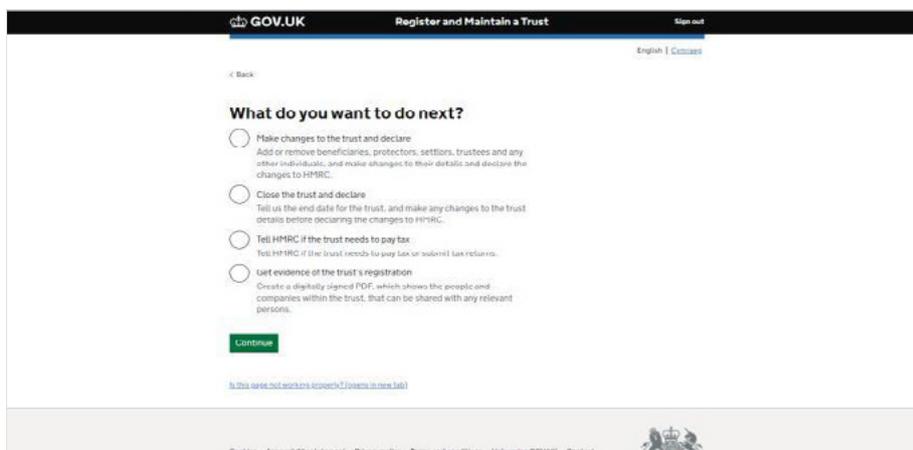
2.50 You're presented with the "Do you want to view the trust's last declaration?" screen. Select the 'No' option. Click [Continue](#).



2.51 **The Trust registration is now complete.**

You're presented with the "What do you want to do next?" screen. You should obtain a digital copy of the trust registration by selecting the last option, and clicking [Continue](#).

You can also use this screen to make additions/amendments to the trust record, close the trust record or advise HMRC that the trust has a tax liability.



- 2.52 If no further action required, click [Sign out](#) link in the top right-hand corner of the page to close the record and exit TRS.

GOV.UK Register and Maintain a Trust Sign out

English | Contact

< Back

What do you want to do next?

- Make changes to the trust and declare
Add or remove beneficiaries, protectors, settlors, trustees and any other individuals, and make changes to their details and declare the changes to HMRC.
- Close the trust and declare
Tell us the end date for the trust, and make any changes to the trust details before declaring the changes to HMRC.
- Tell HMRC if the trust needs to pay tax
Tell HMRC if the trust needs to pay tax or submit tax returns.
- Set evidence of the trust's registration
Create a digitally signed PDF, which shows the people and companies within the trust, that can be shared with any relevant persons.

[Continue](#)

[Is this page out working properly? \(opens in new tab\)](#)

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Step 2 is complete.

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