

Set up a Government Gateway account

Go to

www.gov.uk/government-gateway	
<ul style="list-style-type: none">• Name• Date of birth	<ul style="list-style-type: none">• National Insurance number• Email address
Instant set up	



Have your charity recognised by HMRC

Go to

www.gov.uk/charity-recognition-hmrc	
<ul style="list-style-type: none">• Bank account details and financial accounts• Officials' details (DoB and NI Number)• Charity registration number• Charitable objectives (or purposes)• Governing document	
Approx 15 minutes form fill & document postage	
NB: HMRC can take up to 6 weeks to process	



Appoint MCH as your Collection Agent

Go to

www.myclub-hub.com/login	
<ul style="list-style-type: none">• Charity name• Charity regulator• Gateway ID• Authorised official (must match HMRC)• Forename• Phone number	<ul style="list-style-type: none">• HMRC Charity ID• Charity number• Gateway password• Surname• Postcode
Instant set up	