

What you'll need to sign up to a PayPal Charity or Not-for-profit account

OR

Click the button that applies to you



Sign up as a charity

Before you start

First, you should choose a primary account holder, who must be authorised to manage the **charity's** PayPal account.

The primary account holder should complete PayPal's registration and the charity confirmation process outlined in the steps below. Once your PayPal account is set up, you can designate additional users who may each have different levels of access depending on their role.



Item checklist

You will need the following in order to complete PayPal's registration and charity confirmation process:



Charity's details

- ✦ Registered name
- ✦ Charity Commission or OSCR number, if you have one
- ✦ Registered address
- ✦ Phone number
- ✦ Email address
- ✦ Website URL
- ✦ Date charity was established



Charity's bank account

- ✦ Account number
 - ✦ Sort code
 - ✦ Online banking access
- (You can still register if online banking is not available, but the process will be delayed. You will need to check your bank statement when it arrives to verify your account.)



Account holder's details

- ✦ Email address
(This will be the primary login.)
- ✦ Job title
- ✦ Date of birth
- ✦ Home address

Item checklist

You will need the following in order to complete PayPal's registration and charity confirmation process:



A trustee's details

- ✧ First and last name
- ✧ Date of birth
- ✧ Town and postcode of home address
- ✧ Estimate of the average value and approximate monthly volume of transactions you'll process through PayPal



Company letterhead

You will need to print off a letter of authorisation on your company letterhead. If you do not have a company letterhead, you will need to include the following information:

- ✧ Your charity logo
- ✧ Charity name as registered in full
- ✧ The charity registration number and company number, if applicable
- ✧ Place of registration, registered address and the address of its place of business, if different



Proof of charity registration

This should be your registration letter from HMRC. If you are not a registered charity, you will need to provide evidence that you are a charity, including a copy of your constitution.

Item checklist

You will need the following in order to complete PayPal's registration and charity confirmation process:



Beneficial owners

A beneficial owner is a person who owns or controls your charity. If you cannot identify your charity's beneficial owners, you must instead enter the details of those who are the senior managing officials (defined as including the CEO and the directors).

You will need the following information about each beneficial owner:

- ✧ Date of birth, address and nationality
- ✧ Proof of identity (driver's licence, governing photo ID or passport) – this file should not exceed 2MB
- ✧ Proof of address (credit card statement, utility bill, bank account statement or tax-issued document such as a tax bill)



Board of directors

Your board of directors will be the names of all your trustees or committee members. You will need the following information about each person on the board of directors:

- ✧ Date of birth, address and nationality



Sign up as a not-for-profit organisation

Before you start

First, you should choose a primary account holder, who must be authorised to manage the **not-for-profit** PayPal account.

The primary account holder should complete PayPal's registration outlined in the steps below. Once your PayPal account is set up, you can designate additional users, who may each have different levels of access depending on their role.



Item checklist

You will need the following in order to complete PayPal's registration:



Not-for-profit details

- ✦ Registered name
- ✦ Registered address
- ✦ Phone number
- ✦ Email address
- ✦ Website URL
- ✦ Date not-for-profit was established



Not-for-profit bank account

- ✦ Account number
- ✦ Sort code
- ✦ Online banking access

(You can still register if online banking is not available, but the process will be delayed. You will need to check your bank statement when it arrives to verify your account.)



Account holder's details

- ✦ Email address
(This will be the primary login.)
- ✦ Job title
- ✦ Date of birth
- ✦ Home address

Item checklist

You will need the following in order to complete PayPal's registration:



Head of the not-for-profit details

- ✧ First and last name
- ✧ Date of birth
- ✧ Town and postcode of home address
- ✧ Estimate of the average value and approximate monthly volume of transactions you'll process through PayPal



Proof of not-for-profit status

A copy of your constitution proving you are a not-for-profit organisation.