

Trust Registration Service (TRS)

Background

The TRS was set up by HMRC to comply with Money Laundering regulations and requires trustees and agents to register and update the trust records online.

Deadline

The deadline for registrations for non-taxable trusts in existence on or after 6 October 2020 is the 1 September 2022. Non-taxable trusts created after 1 September 2022 must register within 90 days.

Process

Government Gateway

Before you can register a trust as a trustee, you need to have an Organisation Government Gateway user ID and password. If you do not have one, you can create one the first time you register. You'll need a government gateway user ID for each trust you want to register. You'll need your full name and an email address that will be linked to the trust's Government Gateway account.

<https://www.access.service.gov.uk/registration/email>

Once the user ID has been created, the trustee will be asked for the type of account they need. The correct account to select for a trust is Organisation.



Unique Taxpayer Reference (UTR) / Unique Reference Number (URN)

If you are registering a trust that is liable to tax, HMRC will send the lead trustee a UTR, usually within 15 working days. You'll need the UTR to start filing Self-Assessment tax returns.

If the trust is not liable to pay tax, you can get your URN by logging back into the service following submission of the registration.



Claim the Trust

In order to 'claim' the trust, you should sign in at:
<https://www.access.service.gov.uk/login/signin/creds>

You will need the trust's UTR / URN and details of the trust's original registration. You will be asked to provide details that HMRC already knows about the trust from the original registration (or the latest update) in order to 'claim' it. This could be the name, date of birth and national insurance number of the lead trustee or another person associated with the trust – which could be one of the trustees, beneficiaries or settlors. You can check the details entered and will be told if you have successfully claimed the trust. If you do not enter the correct details, you will get a message that your answers do not match the details HMRC holds about the trust. You will have three attempts to enter the correct information. If you are unsuccessful after the third attempt you will be locked out and will have to repeat the process after 30 minutes.



Trust Registration Service

Once you have a Government Gateway login and either a UTR or URN you can register the trust:
<https://www.access.service.gov.uk/login/signin/creds>

We recommend that you compile all the necessary information to help make the registration process as smooth as possible.

Information Required

Trust

<p>The name of the trust</p>	
<p>The date the trust was created <i>This is the date that assets were first settled into trust. For trusts created by will, this is the date of death of the settlor.</i></p>	
<p>Correspondence address</p>	
<p>Country of tax residency</p>	
<p>Are all or some of the trustees based in the UK?</p>	
<p>Are any of the settlors based in the UK?</p>	
<p>If the trust is an express trust or not? <i>An express trust is one that is intentionally declared by the creator of the trust (settlor or testator, if the trust is created by a will). Essentially the legal owner holds the property on trust for a specific beneficiary.</i></p>	
<p>Has the trust acquired UK land or property since 6 October 2020?</p>	
<p>Is the trust listed on a European Economic Area (EEA) register? <i>Some EEA countries have their own register of trusts. This question is asking whether the trust is already listed on one of these registers.</i></p>	
<p>Does the trust have a business relationship in the UK? <i>This question is only relevant if the trust is a non-UK trust with at least one UK-resident trustee.</i></p>	

Trust Assets

<p>Estimated market value of assets held</p>	
<p>Date the assets were settled</p>	
<p>Money <i>Trustees will need the total amount of money in the trust. If more than one amount has been added to the trust over time, then these should be added together.</i></p>	
<p>Property or land <i>Trustees will need the address, name or description of the property or land; estimated full value of the property or land at the time of registering the trust; estimated value of the portion of land or property held in trust if it does not own it all.</i></p>	
<p>Shares and investment funds <i>Trustees will need the full name of the fund/share held, the number of shares/units held, class and type of share/unit and the approximate value of the shares/units when registering the trust.</i></p>	
<p>Business <i>For a business run by the trust, trustees will need the business's name, description of the business, business address and current estimated value.</i></p>	
<p>Partnerships <i>Where the trust is a partner in a partnership, trustees will need the name of the partnership, a description of the partnership and the start date.</i></p>	
<p>Other assets (such as cars, jewellery or art) <i>Trustees will need a description of the asset, the value of the asset at the time the trust is being registered.</i></p>	

Lead Trustee

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 URN if registering a non-taxable trust.

Name	
Date of birth	
Address	
Email address	
Telephone number	
Country of residence <i>This is usually the country where the individual lives and works most of the time during the tax year.</i>	
Country of nationality <i>This is the country of which the individual is a national. In most cases, this is where the individual was born and where their passport is issued.</i>	
National Insurance number (if they're a UK citizen)	
Passport details and address (if they're not a UK citizen)	
Mental Capacity	

Deceased Settlers (if applicable)

A settlor is an individual who has put assets into a trust.

Deceased Settlor 1 Name	
Date of birth	
Last known country of residence	
Country of nationality	

Deceased Settlor 2 Name	
Date of birth	
Last known country of residence	
Country of nationality	

Other Individuals

For other individuals involved in the trust including more trustees, living settlors, protectors and beneficiaries.

Other Individual 1 Name	
Date of birth	
Position / capacity in relation to the trust	
Address	
Country of residence <i>This is usually the country where the individual lives and works most of the time during the tax year.</i>	
Country of nationality <i>This is the country of which the individual is a national. In most cases, this is where the individual was born and where their passport is issued.</i>	
Mental capacity at the time of registration	
National Insurance number (if they're a UK citizen)	
Passport details and address (if they're not a UK citizen)	

Other Individual 2 Name	
Date of birth	
Position / capacity in relation to the trust	
Address	
Country of residence <i>This is usually the country where the individual lives and works most of the time during the tax year.</i>	
Country of nationality <i>This is the country of which the individual is a national. In most cases, this is where the individual was born and where their passport is issued.</i>	
Mental capacity at the time of registration	
National Insurance number (if they're a UK citizen)	
Passport details and address (if they're not a UK citizen)	

Other Individual 3 Name	
Date of birth	
Position / capacity in relation to the trust	
Address	
Country of residence <i>This is usually the country where the individual lives and works most of the time during the tax year.</i>	
Country of nationality <i>This is the country of which the individual is a national. In most cases, this is where the individual was born and where their passport is issued.</i>	
Mental capacity at the time of registration	
National Insurance number (if they're a UK citizen)	
Passport details and address (if they're not a UK citizen)	

Other Individual 4 Name	
Date of birth	
Position / capacity in relation to the trust	
Address	
Country of residence <i>This is usually the country where the individual lives and works most of the time during the tax year.</i>	
Country of nationality <i>This is the country of which the individual is a national. In most cases, this is where the individual was born and where their passport is issued.</i>	
Mental capacity at the time of registration	
National Insurance number (if they're a UK citizen)	
Passport details and address (if they're not a UK citizen)	

Named Beneficiaries

You must give details of all individuals, trusts, charities and organisations named as beneficiaries in the deed. Some named beneficiaries will only benefit when a certain event happens, such as when another beneficiary dies. You can include these in a class of beneficiaries until the event occurs. At that point, provide their details on the register as a named beneficiary.

Beneficiary 1 Name	
Date of birth	
Country of nationality <i>This is the country of which the individual is a national. In most cases, this is where the individual was born and where their passport is issued.</i>	
National Insurance Number	
Mental Capacity	

Beneficiary 2 Name	
Date of birth	
Country of nationality <i>This is the country of which the individual is a national. In most cases, this is where the individual was born and where their passport is issued.</i>	
National Insurance Number	
Mental Capacity	

Beneficiary 3 Name	
Date of birth	
Country of nationality <i>This is the country of which the individual is a national. In most cases, this is where the individual was born and where their passport is issued.</i>	
National Insurance Number	
Mental Capacity	

Beneficiary 4 Name	
Date of birth	
Country of nationality <i>This is the country of which the individual is a national. In most cases, this is where the individual was born and where their passport is issued.</i>	
National Insurance Number	
Mental Capacity	

Beneficiary 5 Name	
Date of birth	
Country of nationality <i>This is the country of which the individual is a national. In most cases, this is where the individual was born and where their passport is issued.</i>	
National Insurance Number	
Mental Capacity	

Classes of Beneficiary

You can use a 'class' of beneficiaries to describe a group of individuals who are not yet known or named individually in the trust deed, for example, future grandchildren. This can also include named potential beneficiaries. When a member of a class of beneficiaries benefits from the trust, and so becomes known, you must give their details. You'll be asked to give a description of each class.

Description of class, usually the description in the trust deed itself	
---	--