

Create a SumUp Account

[Feel free to print this guide]

SumUp is a mobile payments processor that allows your church to receive payments and donations. It can be used in conjunction with the donations software Give A Little. The process of setting up a SumUp account usually takes around 15 minutes. This is an essential part of being able to receive contactless or online donations.

Before you get started, you will need:

- Church bank details
 - Account name—this must be as it is according to your bank
 - Account number
 - Sort code
- Church A Church Near You code¹, address and contact telephone number
- Church website / 'A Church Near You' page / social media webpage link
- An email address
 - We recommend that you enter a role-based email addresses, such as 'reverend@stjohnschurch.co.uk' or 'stjohnsreverend@gmail.com' as opposed to a personal email address, as part of good governance. If you haven't got one, we strongly advise you to set one up.
- Your mobile phone number

Documents that might be requested for verification:

1. **Proof of Identity:** Driving Licence or Passport including signature page for the SumUp Account Holder
2. **Proof of Home Address:** Utility bill issued within the last 6 months under the name of the SumUp Account Holder
3. **Proof of Business Bank Account:** Recently issued business bank account statement or screenshot from online banking that shows:
 - a. Account Name
 - b. IBAN and SWIFT or
 - c. Account Number and Bank Code for UK entities
4. **Authorisation Letter - Power of Attorney** (applied only in cases when the SumUp account holder is not a member of the charity's trustees or holding a position of company's director/ treasurer or secretary) and an ID of the trustee who signed the authorisation/ power of attorney letter.
5. **Detailed explanation** of purpose of use for the SumUp account.

¹ To find this go onto your church's 'A Church Near You Page', scroll down the left-hand ribbon and click on 'More Information'. You will find your church code listed under 'Location information'. You can watch a video of how to find this code [here](#).

Setting up your account:

Step 1: Go to [this page on Parish Buying](#) and click “Visit Supplier page”.
and click on “Sign up now”.

It is important that you set up your account via this link (and not by going directly to the SumUp website) otherwise your account won't be marked as a Parish Buying account and you will miss out on the specially negotiated transaction rates for churches.

Step 2:

Register

Already registered? [Log in](#)

Email address

you@example.com

Password

Choose a password with at least 8 characters.

Country of your business

 United Kingdom

- ☐ By ticking this box you accept the [Terms and Conditions](#) and acknowledge that you have read and understood the [Privacy Policy](#)
- ☐ (Optional) We will occasionally contact you with our latest news and offers. You can unsubscribe at any time. By ticking this box you indicate that you do not want to be contacted.

Next

Register your church details:

- Enter your email address (Recommended: Add a generic church/role-based email address).
- Create a password
- Select the country where you are based

Step 3:



Verify your email

Please click the verification link sent to
e[redacted]@[redacted].com

After that, return here and continue
registering.

Resend link

[Change email address](#)

Verify your email address:


Go to your inbox and open the email “Confirm your email address” from

“no-reply@notification.sumup.com”



Hello!
To help us keep your profile secure and ensure you receive important updates, please confirm that this message has reached you at the right email address.

eva.schreur@sumup.com

 **Confirm your email**

If the button doesn't work, [try this link](#)

We've also attached a copy of SumUp's Terms and Conditions, which you agreed to during signup, for your records.

Kind regards,
Your SumUp Team

Step 4:



Business verification

Please provide your Company registration number. We'll use this to find your company's details

Company registration number

CE612345

Please fill in using one of these formats: XX123456 or 3955789 or 12423034

Don't have a Company registration number yet? Continue as Sole trader

Confirm and continue

Enter your church code:

Company registration number – please enter your church code adding the two letters 'CE' first.

To find this go onto your church's 'A Church Near You Page', scroll down the left-hand ribbon and click on 'More Information'. You will find your church code listed under 'Location information'. You can watch a video of how to find this code [here](#).

Step 5:



Business category

Choose what best describes your business

- Food, Drinks & Hospitality
- Retail - Miscellaneous
- Professional Services & Organizations
- Health, Beauty & Wellness
- Services
- Leisure & Entertainment
- Retail
- Other

Business Category:

Select "Other" and "Charitable Organisation"



Other

Please be a bit more specific here

Charitable Organisation

Membership Organisation

Step 6:



Business details

We need this info to verify your business

Business name

Christ Church London

Name to appear on receipts

Business phone

+441234567890

Company registration number

CE612345

Please fill in using one of these formats: XX123456 or 3955789 or 12423034

Business description

Church

☐ Add VAT number (optional)

Business Details:

Enter your church name as it appears on your church bank account.

Under business description enter "Church"

Step 4:



Where to find your business online

Being online helps us verify your business faster. If you're not online, we'll need to ask for supporting documentation later.

Social media or website link

<https://www.achurchnearyou.com/>

[My business isn't online](#)

Save and continue

Your website:

If you don't have a website or social media page, you can use your church's *A Church Near You* page.

Step 8:



Personal details

Use what's in your passport or national ID

First name

S

Last name

Smith

Date of birth

Day

20

Month

5

Year

1975

Save and continue

Your Details:

As you are managing the account, enter your details.

N.B.: As part of SumUp's verification checks they will ask for proof of ID following setup.

Step 9:

Home address

Address (Line 1)

St. Marys Road

Address (Line 2) (Optional)

100

City

Broadstairs

Country

United Kingdom

This is the country where you can use SumUp with separate profile.



Your addresses

Home address

St. Marys Road, 100, Broadstairs, CT10 1FU, United Kingdom

[Edit Address](#)

☒ My business or trading address is different

Business address

[Add address](#)

Trading address

[Add address](#)

Save and continue

Business address

Address (Line 1)

Church Road

Address (Line 2) (Optional)

Apartment, suite, building, unit, floor

City

Chippenham

Post code

SN15 4BW

Country

United Kingdom

This is the country where you can use SumUp with this profile. If you want to use SumUp in another country, please set up a separate profile.

Save and continue

Address:

Home address: *Your address*

Business address: *Church address as it appears on bank statement/utility bills*

Trade address: *leave blank*

Step 10:



Officers

Give the name of all people listed in the company documents who directly or indirectly own or control 25% or more of Christ Church London.

 **EOS**
20 May 1975

Edit >



Save and continue

Additional account holders:

If you would like to add other trustees as owners of the account, enter them here as “officers”

This is optional.

They will also need to pass verification checks.

Step 11:



Card monthly sales estimate

Select the average monthly amount of sales you would expect to process through card payments

Less than £1.000	>
£1.000 - £5.000	>
£5.000 - £10.000	>
£10.000 - £25.000	>
£25.000 - £50.000	>
More than £50.000	>

Monthly sales estimate:

The lowest bracket unless stated otherwise.

Step 12:



Payout bank account

Account holder

Christ Church London

Account holder should be the same as the business name.

Sort code

121268

Account number

12345678

Save and continue

Your bank details:

Enter your church bank account details










Step 13:





Profile summary

To avoid any delays in receiving your funds, please review and confirm your information


Business details

-  Business type
Club or society
-  Business category
Charitable Organisation
-  Trade name
Christ Church London
-  Business description
Church
-  Business phone
+441234567890
-  Web page
<https://www.achurchnearyou.com/>
-  Monthly processing volume
Less than £1.000
-  Business address
Church Road Chippenham, SN15 4BW GB
-  Owners or controllers
Eva Smith

Personal details

-  Legal name
Eva Smith
-  Date of birth
20 May 1975
-  Home address
St. Marys Road 100 Broadstairs, CT10 1FU GB

Account for receiving sales payouts

-  Account
Your own bank account

Summary:

Check all your details are correct, in particular:

- Does your church name match the name on the bank account
- Does the business address match the church address on your bank statements/utility bills
- Is the Business category and description correct?
- Do the personal details match those on your passport?

Confirm and send

Step 14:

Source of Wealth/Source of Funds (SOW/SOF)

Please indicate the sources of funding of your SumUp account. Select all that apply.

- ☐ Wages, bonuses, dividends, redundancy payments
- ☐ Personal savings
- ☐ Pension income
- ☐ Loan from a financial institution
- ☒ Gifts or donations
- ☐ Inheritance
- ☐ Investment income (from cryptocurrency, stocks etc)

Funds and purposes:

For source of funds put "Gifts or donations"

Purposes put the top two "card reader" and "online payments"



Your purposes for using SumUp

Please tell us how you use your SumUp account. Select all that apply.

- ☒ To sell in-store and take payments with SumUp card reader
- ☒ To sell online and take online payments
- ☐ To sell online and take payments over the phone (MOTO)
- ☐ To make bank transfers
- ☐ To store funds (i.e., as a savings account)
- ☐ To receive passive income (rent, dividends or similar types of income)

Save and continue

Step 15:



Enter 4-digit code

Type in the verification code sent to +44

[Edit phone number](#)

Didn't receive the code? [Request a new one](#)

Complete verification



Continue in the app

Download SumUp App and log in to finish setting up your profile.

Download app

Finish later

Set up 2 factor authentication:

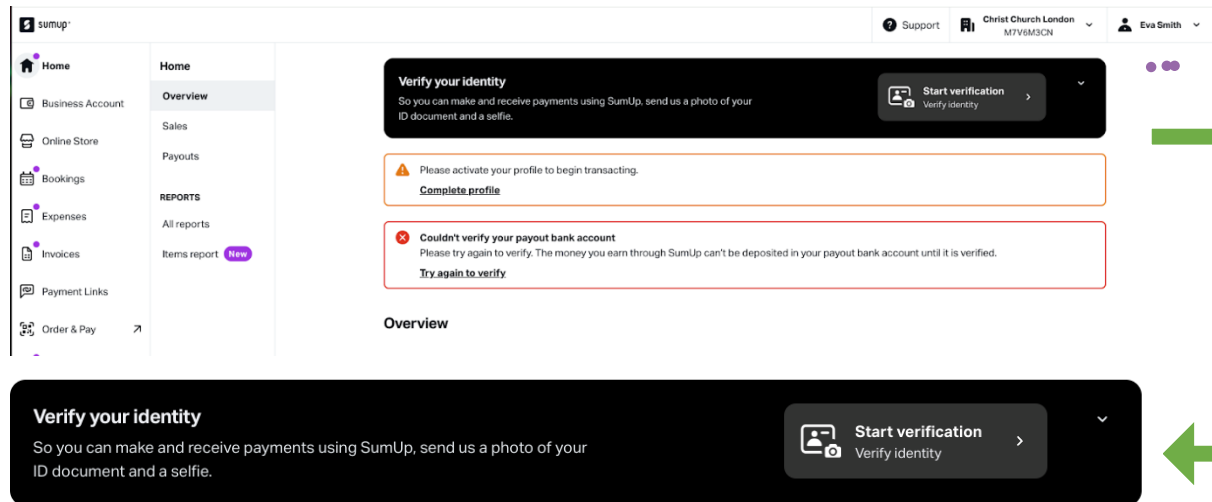
Enter the mobile number that you have immediate access to, as you will be sent a code to verify your account. When you receive it, type the verification code into the box and click on confirm code.

Whenever you log in on a new device, a code will be sent to this mobile number.

You don't need to download the app necessarily, just click "Finish later" to go through to your account.

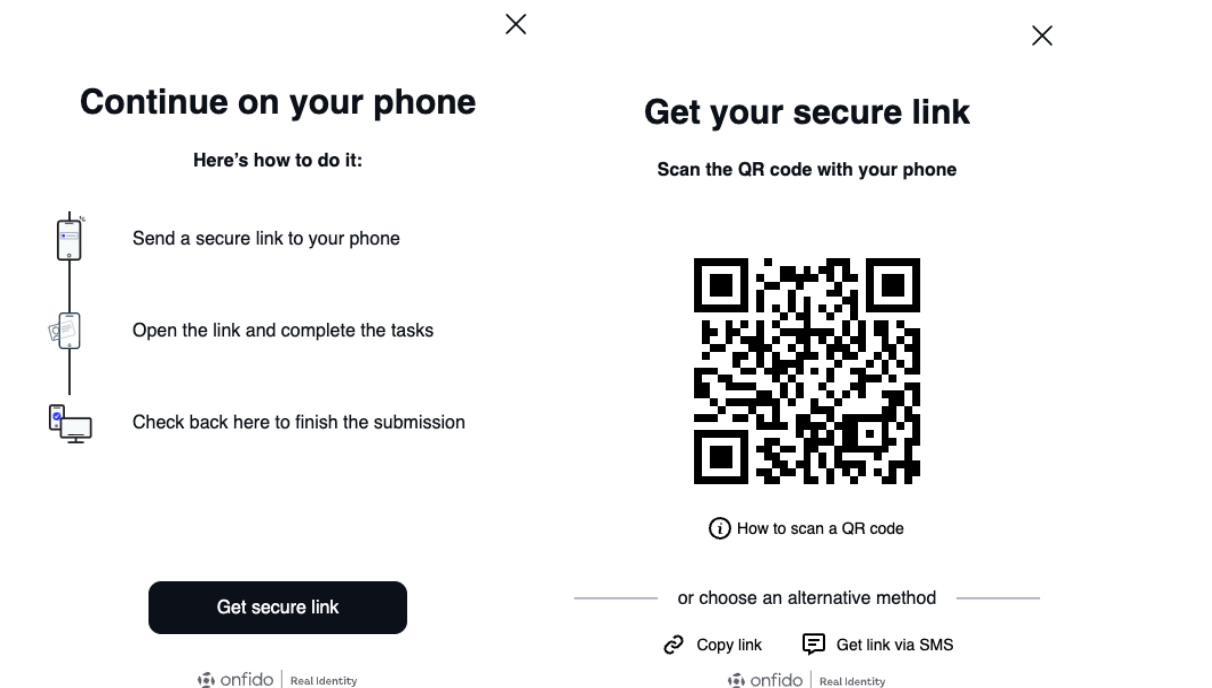
Step 16:

Verification: In order to start transacting, you will need to verify your identity. On the black banner at the top of your account click **“Start verification”**.



The screenshot shows the SumUp dashboard. On the left is a navigation menu with options: Home, Business Account, Online Store, Bookings, Expenses, Invoices, Payment Links, and Order & Pay. The main area has a 'Verify your identity' banner at the top with a 'Start verification' button. Below the banner are two warning messages: 'Please activate your profile to begin transacting' with a 'Complete profile' link, and 'Couldn't verify your payout bank account' with a 'Try again to verify' link. A green arrow points from the 'Start verification' button in the banner to the same button in a larger, zoomed-in view of the banner below.

SumUp check your identity using a link to your phone. Click **“get secure link”** then scan the QR code with your phone camera. It will take you through the steps on your phone.



The mobile app interface is split into two panels. The left panel, titled 'Continue on your phone', lists three steps: 'Send a secure link to your phone', 'Open the link and complete the tasks', and 'Check back here to finish the submission'. The right panel, titled 'Get your secure link', shows a QR code and a 'Get secure link' button. Below the QR code is a link to 'How to scan a QR code'. At the bottom, there are two options: 'Copy link' and 'Get link via SMS'. The Onfido logo and 'Real Identity' text are visible at the bottom of both panels.

Verification

Following set up, the SumUp team will verify your account. They may email you with the following questions:

1. How are you funding your organisation (such as salary, savings, investments or inheritance)? Do you have any other source of revenue?
Donations and grants
2. What's the nature of your organisation?
Religious organisation: Church (C of E)
3. The type of products or services you take payments for using SumUp;
Donations
4. Do you have a website (for example a professional Facebook page) or any other online proof of business activity? If your organisation does not have an internet presence, please send us any invoices, flyers, business cards, etc. which confirm your business activity.
Your church website and/or A Church Near You page

And asking for verification documents including:

- Your A Church Near You certificate²
- A bank statement/Utility bill with church address
- Personal ID: drivers licence or passport

Please respond swiftly to prevent your account being paused.

If you see within your account that it requires verification but have not received an email from SumUp, send an email to onboarding@sumup.com from the email address linked to your SumUp account asking what documents they require.

² To find this go onto your church's 'A Church Near You Page', scroll down the left-hand ribbon and click on 'More Information'. Scroll down to the 'Proof of charity status' section and 'Download Certificate'.