



THE CHURCH
OF ENGLAND

Diocese of St Edmundsbury
and Ipswich

Setting Up a SumUp Account

SumUp is a mobile payments processor that allows your church to receive payments and donations. It can be used in conjunction with the donations app Give A Little. The process of setting up a SumUp account usually takes around 30 minutes. This is an essential part of being able to receive contactless 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 address and contact telephone number
- Church website / 'A Church Near You' page / social media webpage link
- Church of England church code
 - To find this go onto your church's 'A Church Near You Page', scroll down the left-hand ribbon to click 'More Information'. You will find your church code listed on 'Location information'.
- Names of two trustees (PCC members)
 - These will be verified via the Charity Commission website so do make sure that the two named trustees are listed on there beforehand.
- 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

Setting up your account



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On the webpage you have been directed to from Parish Buying, click 'Get started now'. Simply enter your email address and create a password. Read and accept the Terms and Conditions. Please make a note of your username and password.

If you would like to order a SumUp card reader for future use to receive contactless payments you can do so here, otherwise if you don't wish to purchase one click on 'I already have a reader' to continue with your registration. A voucher for a discounted reader will remain available on your account for you to claim if you choose to purchase a reader later.

Business Related Application Details

For legal type of your business, select 'Other legal type'. Where it asks, "What type of business is it?", select 'Limited company (Ltd)'. In the 'Company name' field, type the name of your church as it is on your bank account (e.g., 'PCC of St Agatha's Anytown'). Where it asks, "How would you categorise your business?", scroll down to 'Other' and select 'Charitable organisation'.

In the company registration number field please enter your church code adding the two letters 'CE' first. You are unlikely to have a VAT ID, so ignore this field, and move on.

Enter a telephone number and your church website, or your 'A Church Near You' or Facebook webpage if you have one.

Enter the address of your church in 'Business address'. If your church has a separate postal address to the location of the building, preface the address with 'c/o' (e.g., 'St John's Parish Office, c/o 4 Chapel Court...').

Personal Application Details

In personal details please enter your first and last name in the fields provided and your date of birth. Your registered home address is needed for verification purposes.

Beneficial Owners

Where you are asked to list "all individuals who directly or indirectly own 25% or more" of your church, this is simply asking for details—for financial compliance purposes—of "trustees" (PCC members) of your church. We suggest adding one other person such as a churchwarden, your vicar or treasurer. It's probably best to check with them first.

Bank Account Details

Finally, in the bank account section enter the bank details for your church. This will be the usual bank account used by your church to receive payments.

Mobile Verification

Enter your mobile phone number - a verification code will be sent to your phone. When you receive it, type the verification code into the box and click on confirm code.

Your account is now live! Be sure to make a note of your login details and SumUp merchant ID (begins with an M). Then send your merchant ID to Julie Podd on julie.podd@cofesuffolk.org.