

# Obtaining evidence of trust registration

Click [here](#) to access the TRS website.

Click the green 'START NOW' button and Sign in with your gateway ID and Password.

You will then see the following:

## Maintain this trust

The trust with the Unique Taxpayer Reference (UTR) [REDACTED] has been linked with this account.

You can add, remove and update settlors, trustees, beneficiaries, protectors and other individuals in this trust. Your changes will not be saved until you have declared.

If you need to register or maintain another trust, you will need to use another Government Gateway account.

If you need help using this service [contact the trust helpline \(opens in a new window or tab\)](#).

**Continue**

Press the green Continue button.

# Maintaining this trust

## Before you continue

We need to ask you some questions about the trust before you can access the trust or make any changes.

## Updating the trust's details and making a declaration

This service will allow you to either:

- make changes to the trust
- confirm the trust's details are still up to date
- close the trust

Once you have done this, you need to:

- submit any updates to us, so we can update the trust's record
- declare that the information we have about the trust is accurate and up to date

Any changes to the trust details will not be saved until you have submitted and declared them.

You can return to the service and update the trust's details at any time.

You can print a copy of your draft answers as well as a copy of the declaration.

[Start maintaining this trust](#)

Select NO to the following question unless you want to see the last declaration.

## Do you want to view this trust's last declaration?

Details declared to HMRC about the settlors, trustees, beneficiaries and if added, protectors and other individuals.



Yes



No

[Continue](#)

**Press continue and select the last option - Get evidence of the Trust's registration.**

## What do you want to do next?



Declare the trust is up to date

Confirm the information held by HMRC is up to date, and declare it to HMRC.



Make changes to the trust and declare

Add or remove beneficiaries, protectors, settlors, trustees and any other individuals, and make changes to their details and declare the changes to HMRC.



Close the trust and declare

Tell us the end date for the trust, and make any changes to the trust details before declaring the changes to HMRC.



Tell us if the trust no longer needs to pay tax

Tell us if the trust no longer needs to pay tax or submit tax returns, and declare it to HMRC.



Get evidence of the trust's registration

Create a digitally signed PDF, which shows the people and companies within the trust, that can be shared with any relevant persons.

Trust details PDF

## Do you want to view evidence of the trust's registration?

You can download and view a PDF document that:

- shows the trust's registration
- shows the people and businesses listed within the trust

You can share this document outside of HMRC with any relevant person.

The document also shows the information held by HMRC about the trust's:

- beneficiaries
- lead trustee
- settlors
- trustees

Once you view the PDF of the trust's last declared details, you will not be able to view it again for another minute.

### ► [Who are relevant persons?](#)

## Get proof of registration

If you need proof of registration for a third party or relevant person, you can download a PDF 'proof of registration' document in the service by selecting 'Get evidence of the trust's registration'.

The proof of registration will show the trust's registration and all the beneficial owners listed within it- including beneficiaries, trustees and settlors.

You will need to give a relevant person a copy of the proof of registration PDF before they enter into a business relationship with your trust.

Select **YES** to the next question

## Before you continue

If you need to make changes to the trust record, you need to do so before viewing the PDF.

The PDF of the trust's details will not be updated with any changes made until you:

- submit and declare the changes
- log out of the service, and then log back in



Yes



No

**Continue**

The confirmation of registration will open in a separate file and you can save it as a PDF.