Create 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 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 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 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. *Please ensure you give the code as described here, and not another type of church code that your diocese may have assigned you, for example.*
- Names of two trustees (PCC members)
  - If you are registered with the Charity Commission these details may be verified on 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

Follow this link to start setting up your account, or click on 'Sign up with SumUp' if you are coming from the Give A Little Integrations page. *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.*

Click on 'Get Started Now' and then 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 (not required if you are receiving or buying a CollecTin More or Payaz GivingStation, or just setting up an account for online giving) you can do so at this stage. Otherwise if you don't wish to purchase one click on 'I do not need a reader' to continue with your registration. You will find this option at the bottom of the page. A voucher for a discounted reader will remain available on your account for you to claim if you wish 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.

Congratulations! Your account is now live. Be sure to make a note of your login details and SumUp merchant ID (begins with an M).