

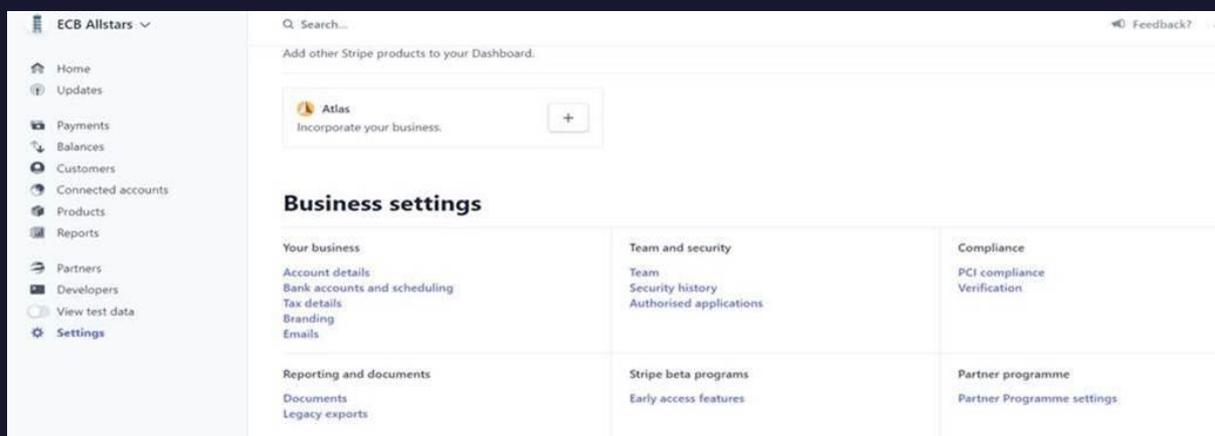
## STRIPE SUPPORT NOTES FOR CLUBS

To verify your club / business.

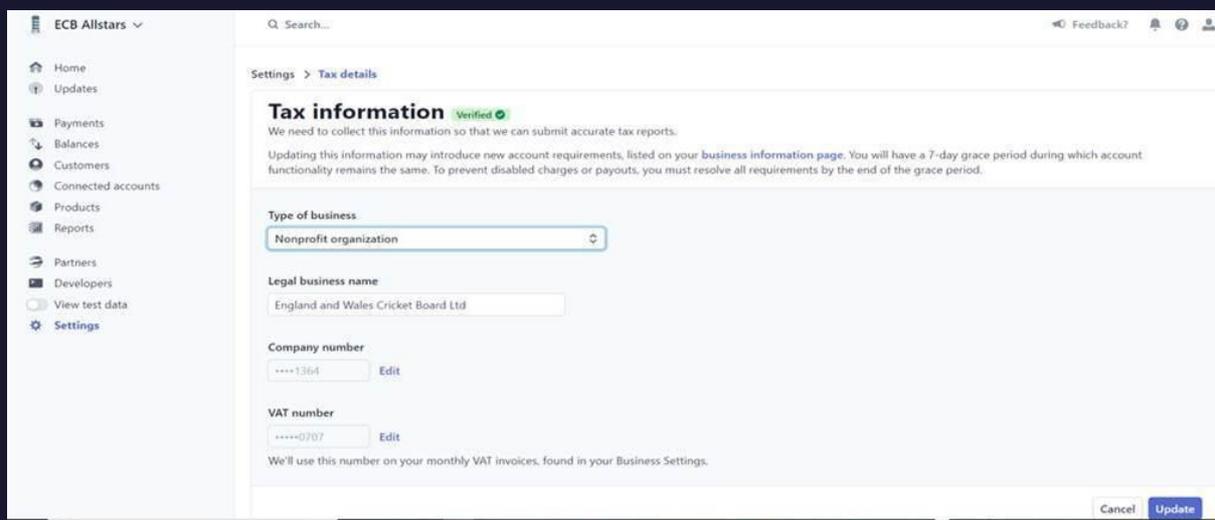
Please login using the Chrome Browser.

If your club is **unincorporated** and not VAT registered please follow the instructions below to complete the verification.

1. Select **Settings** when you are on the dashboard below (LHS menu)> scroll down the screen to the **Business settings** section> under **Your business** section select **Tax details**



2. Under Tax details (see screen below) check if 'Type of business' is a Non-profit organisation and amend to this. Then amend the Company number to 00000000 by selecting the Edit button and save by selecting Update in the bottom right-hand corner.



3. To complete the verification of the business re-select 'Settings' (LHS menu) > under 'Business settings' select 'Compliance' section > select Verification>

4. In this screen we need to make sure under the Business Details section the Business name and address matches the one on the Bank statement so amend as necessary, it may ask you to upload the bank statement at this stage, so please have photo of the statement ready to upload. When uploading choose the Other option to upload the document.
  
5. While on this same page under the Management and Ownership section, you may need to verify yourself by providing your ID.
  - a. If 3 red boxes appear at this stage, select the business ownership box and enter your details if not already entered and verify.
  
  - b. 2 red boxes may remain, one for directors and one for executives, select these and select continue with none.
  
  - c. There should just be one red box remaining with your name is in red. Select Edit and this will show you any additional information that needs to be added and may ask you to upload your ID. The easiest way to do this is to take a photo of your driving license (front, side and back) on your phone and email the pictures to yourself in actual size. The copy and save the driving license attachment from the email to a folder that is accessible, so it is available when you are on the upload section in Stripe.
  
  - d. This should clear all the boxes now.

\*If your club is incorporated please ensure a director is added. Follow the above instructions, and specifically:

Step 2, enter company number as your company registration number and the company VAT number if you have one.

Step 5a. Select the box for directorships and enter the name of a director e.g. the Chief Financial Officer, Financial Director, etc. Please note this person will be required to add their ID documents as well.

Step 5b. Select the other 2 red boxes and select continue with none.

If you want to contact Stripe direct, please note their email is [support@stripe.com](mailto:support@stripe.com)