

Opting Out of Paper Stipend Documents FAQs

Q. Do I have to opt out of paper documents?

A. No. This is purely your decision based on your personal circumstances – if you want to continue receiving paper documents then you need take no action. Otherwise if it is something that interests you then you need to complete the online form in MyView. The main issue is to ensure that you can see your stipend documents.

Q. If I opt out of monthly stipend statements do I have to also opt out of P11D and P60 paper document?

A. Yes. Opting out is for all stipend documents.

Q. Can you email me when my documents are ready to view?

A. No. You are always paid on the last working day of the month therefore your stipend statement will always be available to view from that day so we will not be sending monthly emails. However, with regards to the annual P60 and P11D documents we will send individual notifications when each document is available for you to view. In addition we will update the clergy pay website to confirm when each document is available.

Q. Do I have to print all my documents out?

A. No. You can save your documents to your own device rather than print but HM Revenue and Customs suggest that you should keep your documents for 22 months after the end of the tax year for which the tax return is due. For more detail please see [here](#).

Q. I cannot access MyView but I have opted out of paper stipend documents do I need to let you know?

A. Yes. You must contact us as soon as you know there is a problem as we need to ensure you can see your documents. Please email myviewenquiries@churchofengland.org or alternatively ring 020 7898 1618.

Q. I have printed a document from MyView for my bank but they will not accept it – what do I do?

A. Although many organisations do accept online documents in some circumstances you may need something further. In this instance please contact the clergy team on clergy.payments@churchofengland.org or 020 798 1618 and ask for a copy on headed Church Commissioners paper.

Q. Does the opt out cover pension documents as well?

A. No. Opting out is purely for stipend documents so will only be applicable whilst you are in receipt of a stipend paid via the Church Commissioners Clergy Payroll.

Q. I have logged onto MyView and I cannot see the link to opt out of paper documents what do I do?

A. The opt out link is at the very bottom on the left hand side – have ensured you have scrolled all the way to the bottom of the screen? If you still cannot see the link please contact myviewenquiries@churchofengland.org

Q. What happens when I leave the payroll?

A. You will be sent a paper form P45 (if you are retiring and taking up your Church of England Pension you will only be sent part 1A which you need to keep for your records). You will have a year from your date of leaving to ensure you have all the necessary stipend documents – after this time period your access to MyView will be ceased.