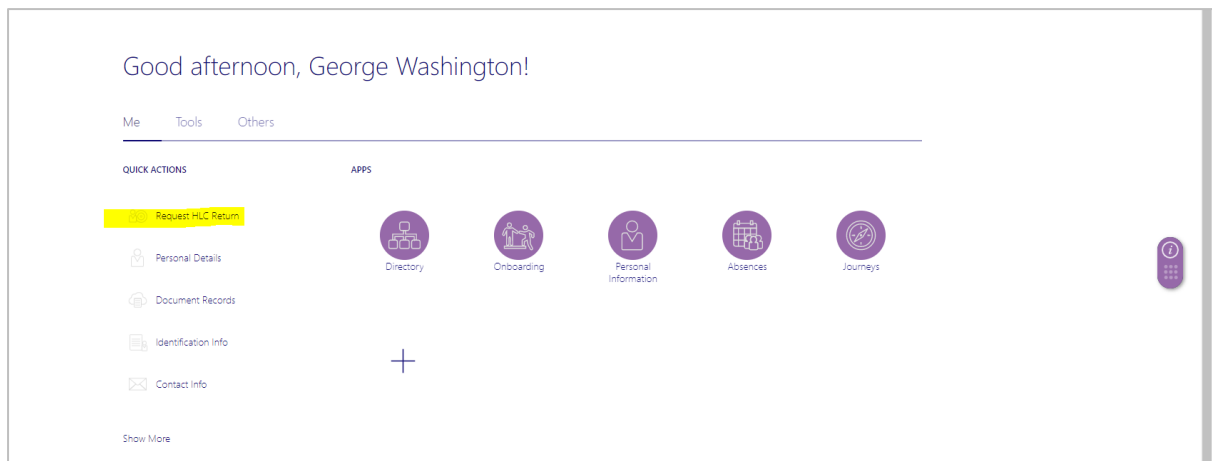
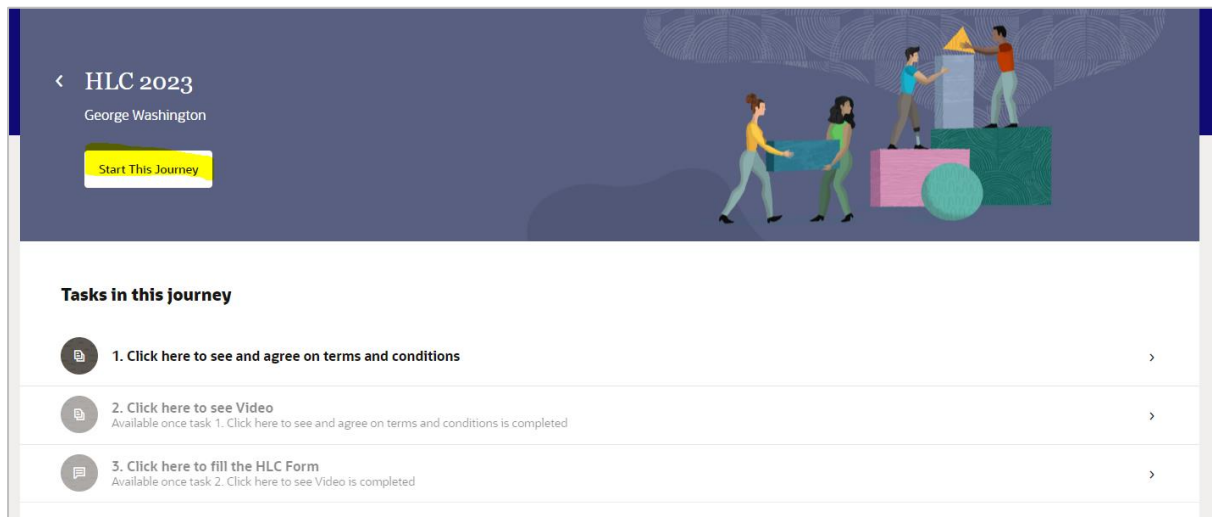


Submitting your HLC return and estimate via the People System

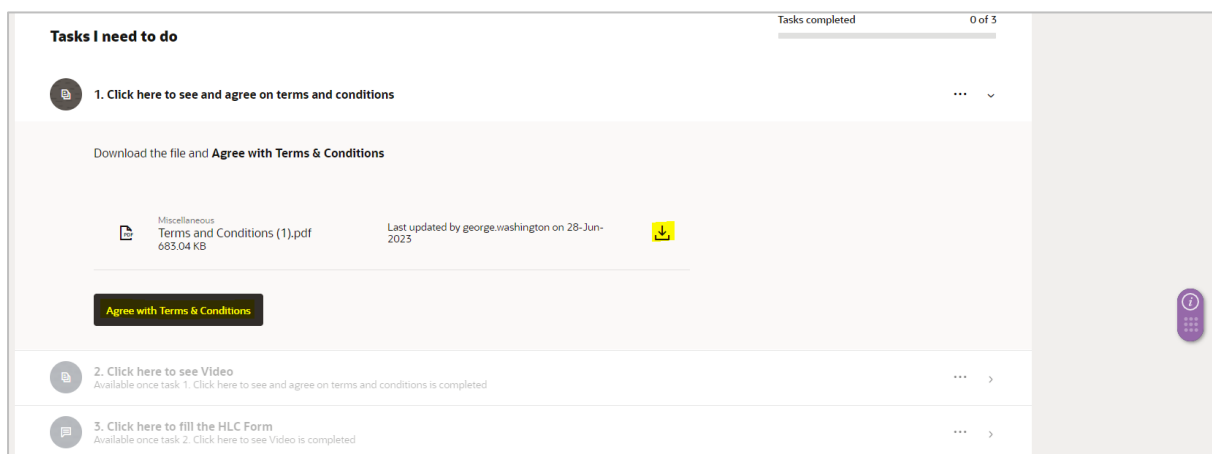
After you have logged in select **'Request HLC Return'**



You will then come to this screen. Click **'Start this Journey'** and then **'Click here to see and agree terms and conditions'**.



You will be able to download and read the terms and conditions. When you are happy to do so, click **'Agree terms and conditions'**.




Submitting your HLC return and estimate via the People System

Choose ‘Click here to see video’ to watch a short video about how to submit your return.


Tasks I need to do

Tasks completed1 of 3

2. Click here to see Video

...


>

3. Click here to fill the HLC Form

Available once task 2. Click here to see Video is completed

...

>

1. Click here to see and agree on terms and conditions

Completed on 28-Jun-2023

...

>


After you have watched the video click ‘I understand the process’.

2. Click here to see Video

...

Miscellaneous
HLC Guide 1.mp4
13.67 MB

Last updated by george.washington on 28-Jun-2023



I understand the process


Not Applicable

More Actions

Now choose ‘Click here to fill the HLC form’.


Tasks I need to do

Tasks completed2 of 3

3. Click here to fill the HLC Form

...


>

1. Click here to see and agree on terms and conditions

Completed on 28-Jun-2023

...

>

2. Click here to see Video

Completed on 28-Jun-2023

...

>

Work info

Contact Us

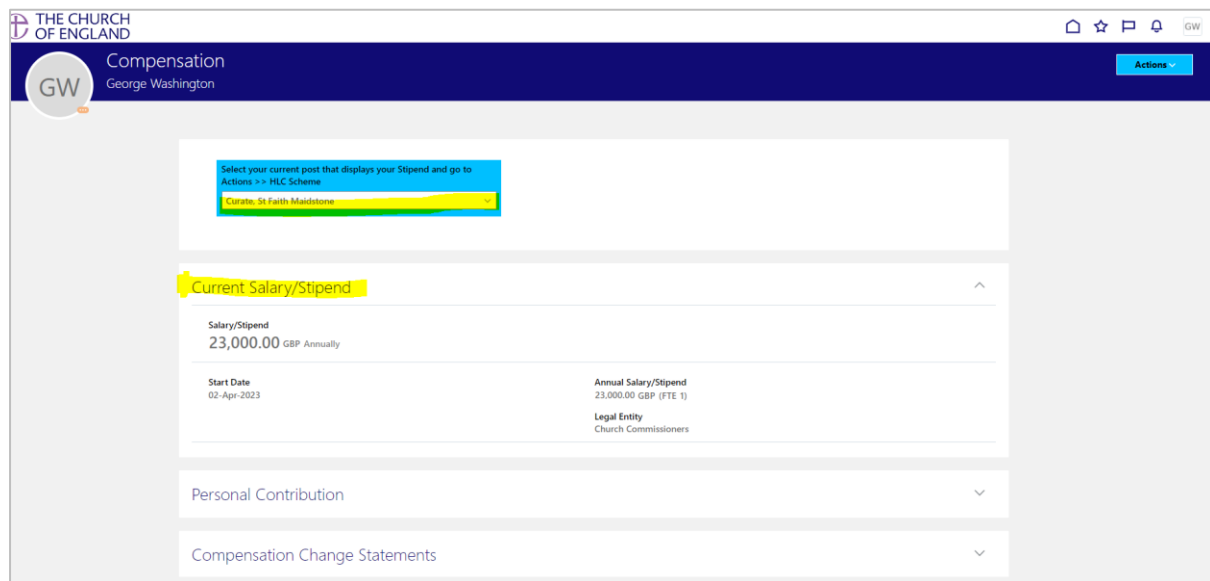
Click ‘Complete HLC Return’.

3. Click here to fill the HLC Form

Click **Complete HLC Return** link to fill out your estimates and actuals and **Agree all information is correct**

Submitting your HLC return and estimate via the People System

Once you get to here, ensure you pick your current paid post from the dropdown list. If you have picked the correct one you should see your stipend below.



THE CHURCH OF ENGLAND

GW Compensation George Washington

Actions

Select your current post that displays your Stipend and go to Actions >> HLC Scheme

Curate, St Faith Maidstone

Current Salary/Stipend

Salary/Stipend
23,000.00 GBP Annually

Start Date
02-Apr-2023

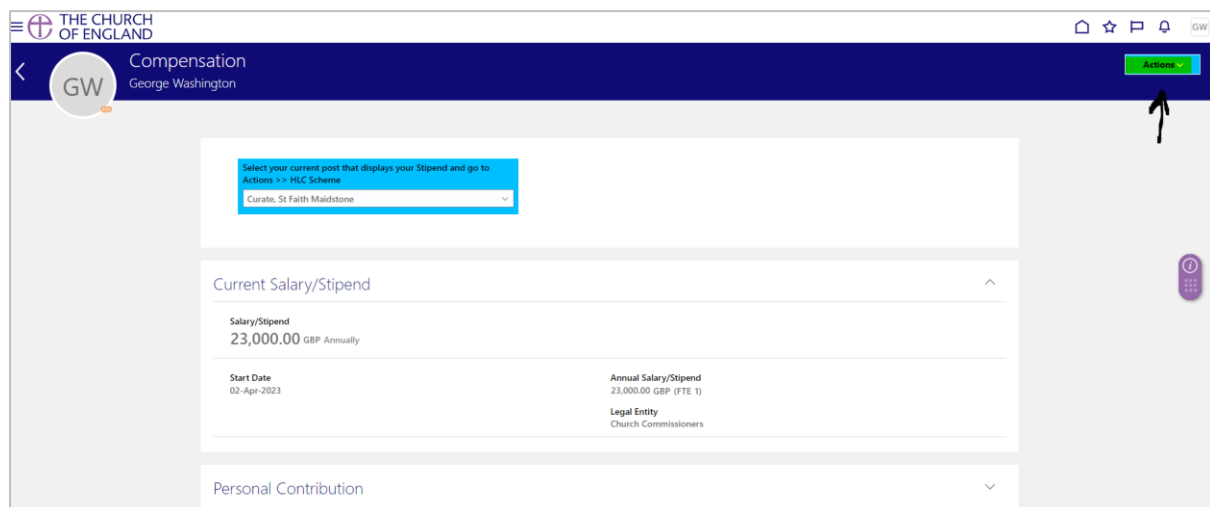
Annual Salary/Stipend
23,000.00 GBP (FTE 1)

Legal Entity
Church Commissioners

Personal Contribution

Compensation Change Statements

When you have the correct position, click 'Actions'.



THE CHURCH OF ENGLAND

GW Compensation George Washington

Actions

Select your current post that displays your Stipend and go to Actions >> HLC Scheme

Curate, St Faith Maidstone

Current Salary/Stipend

Salary/Stipend
23,000.00 GBP Annually

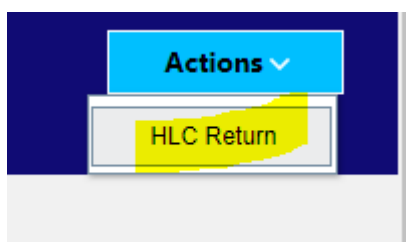
Start Date
02-Apr-2023

Annual Salary/Stipend
23,000.00 GBP (FTE 1)

Legal Entity
Church Commissioners

Personal Contribution

Then 'HLC Return'.



Actions

HLC Return

Submitting your HLC return and estimate via the People System

Click **'Add'**.

HE CHURCH OF ENGLAND

Manage Contributions

George Washington

Submit

1 Personal Contribution

+ Add

There's nothing here so far.

Show Prior Personal Contributions

Continue

2 Comments and Attachments

Click the dropdown and select the plan **HLC Annual Return**. You will only be able to do this if you are eligible to submit a return.

1 Personal Contribution

OK Cancel

*Plan

Select a value

Plan

HLC Annual Return

Continue

2 Comments and Attachments

Then click **'Option'**.

1 Personal Contribution

*Plan

HLC Annual Return

*Option

Select a value

Option

HLC Annual Return

I confirm that the figures are correct to the best of my knowledge, and I understand that the figures submitted will be used to adjust my allowance (HLC) in the tax year July 2023 to June 2024

Submitting your HLC return and estimate via the People System

You will then get to the screen to enter your details.

Start date: will default to the day submitted.

Enter your actuals for the previous tax year. For example, we are in 2023-24 then you would add actuals for 2022-2023.

Then **enter your annual estimate** for the current tax year, for example 2023-24.

Then click to **'Confirm you occupy the house'**.

1 Personal Contribution

OKCancel

*Plan
HLC Annual Return

*Option
HLC Annual Return

*Start Date
28-Jun-2023

*Gardening Actual

*Heating and Lighting Actual

*Annual Estimate Current Year

*Cleaning Actual

*Confirm you occupy the house

Hide Plan Info

I confirm that the figures are correct to the best of my knowledge, and I understand that the figures submitted will be used to adjust my tax-free heating, lighting, cleaning, and garden upkeep allowance (HLC) in the tax year .

Continue

Then click **'OK'**.

1 Personal Contribution

OKCancel

*Plan
HLC Annual Return

*Option
HLC Annual Return

*Start Date
28-Jun-2023

*Gardening Actual
500.00

*Heating and Lighting Actual
500.00

*Annual Estimate Current Year
1,500.00

*Cleaning Actual
500.00

*Confirm you occupy the house
Yes

Hide Plan Info

Submitting your HLC return and estimate via the People System

Then click **'Continue'**.

The screenshot shows a web interface with a dark blue header. The main content area has a light gray background. A white box with a blue border contains the '1 Personal Contribution' step. Inside this box, there is a table with two columns: 'HLC Annual Return' and '1,500.00 GBP | Once'. The first row shows 'HLC Annual Return' and '28-Jun-2023'. Below the table is a 'Show Prior Personal Contributions' link. To the right of the table is a '+ Add' button. At the bottom of the box is a blue 'Continue' button. To the right of the box is a purple circular icon with a white 'i' and a list of three dots. Below the box is a white box with a blue border containing the '2 Comments and Attachments' step.

You then have the option to add any notes or attachments, if your claim has changed dramatically in the past year for instance.

The screenshot shows a web interface with a light gray background. A white box with a blue border contains the '2 Comments and Attachments' step. Inside this box, there is a 'Comments' section with a text area and a 'Comments' button. Below the text area is an 'Attachments' section with a dashed box and a green cloud icon with an upward arrow. To the right of the dashed box is the text 'Drag files here or click to add attachment' followed by a dropdown arrow.

When you are happy to do so, click **'Submit'**.

The screenshot shows a web interface with a dark blue header. The main content area has a light gray background. A white box with a blue border contains the '1 Personal Contribution' step. To the right of the box is a blue 'Edit' button. Below the box is a white box with a blue border containing the '2 Comments and Attachments' step. Inside this box, there is a 'Comments' section with a text area and a 'Comments' button. Below the text area is an 'Attachments' section with a dashed box and a green cloud icon with an upward arrow. To the right of the dashed box is the text 'Drag files here or click to add attachment' followed by a dropdown arrow. At the top right of the header is a yellow 'Submit' button and a gray 'Cancel' button.

Submitting your HLC return and estimate via the People System

You will then come to this screen:

Personal Info

AH
Alex Hamilton

- Personal Details**
Details about yourself, such as name, date of birth, marital status, and national identifier.
- Document Records**
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Identification Info**
View and edit your passport, driver license, visa, and citizenship info.
- Contact Info**
Add or update ways you can be reached, such as phone, email, and address.
- Emergency Contacts**
Add family and friends to contact in case of emergency.
- Assignment Info**
Details about your assignment, such as legal Entity, business unit, department, and location.
- My Compensation**
View your compensation details, such as salary/stipend and personal contributions.

If you click **'Compensation'** and then click **'Personal Contributions'** you will be able to see your submission.

Compensation
Alex Hamilton

Select your current post that displays your Stipend and go to Actions >> HLC Scheme
Assistant Curate of Christ Church, Dartford

Current Salary/Stipend

Salary/Stipend	25,000.00 GBP Annually
Start Date	05-Jun-2022
Annual Salary/Stipend	25,000.00 GBP (FTE 1)
Legal Entity	Church Commissioners

Personal Contribution

HLC Annual Return	1,500.00 GBP Once Church Commissioners
HLC Annual Return	28-Jun-2023

Compensation Change Statements

Contact us

- If you need to change your submission, please contact us on either 0207 898 1618 or Clergy.payments@churchofengland.org and we will advise you.

More information

- For more information please visit www.clergypay.org and go to our pages about HLC.