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

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

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

Click ‘Complete HLC Return’.

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

When you have the correct position, click ‘Actions’.

Then ‘HLC Return’.
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Click ‘Add’.

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.

Then click ‘Option’.
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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’.

Then click ‘**OK**’. 
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Then click ‘Continue’.

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

When you are happy to do so, click ‘Submit’.
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You will then come to this screen:

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

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.