



# A guide to signing up your club to PayPal

For clubs that have **9 teams or more**

TheFA 

**MATCHDAY**

Payments by  PayPal



# Purpose of this guide

This document will guide your club treasurer through the process of setting up a PayPal business account within the Whole Game System (WGS) for your FA Affiliated Club.

Once you have successfully created your club's PayPal account, been verified and set up your club's fees in the payments portal, your club will be able to receive payments from players using PayPal in The FA Matchday App.

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# Before you get started

We recommend that the treasurer of your club completes all PayPal processes. You can be Chairperson or Secretary but we may request more information from you later on. Your football club must also participate in a league that uses **Full Time (FT)** to play fixtures

## Please ensure you have

- ✓ Access to your club's account in WGS in order to benefit from a quicker verification process when setting up your club's PayPal account
- ✓ Access to your club's banking information and documentation
- ✓ An email address not associated with any other PayPal account (or you can upgrade / link existing PP account, so long as it will solely be used for your club)
- ✓ All Team Managers' and Players' email addresses registered and assigned to teams in WGS

Signing your club up to PayPal



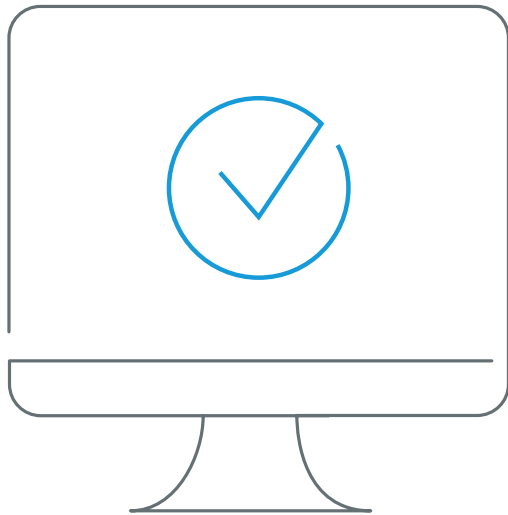


## Step 1

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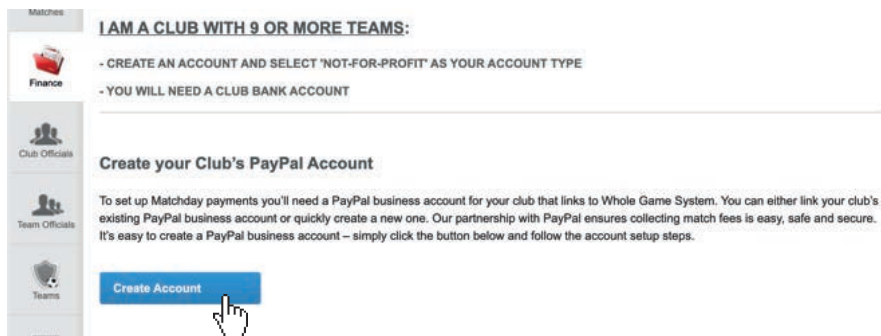
### Before you get started

You must use a device that uses **Windows** or **Mac OS** for sign up. We also recommend that you use a desktop device rather than mobile, for the easiest experience.



# Create your club's PayPal account

When you're ready to set up your club's PayPal account, simply log into the Whole Game System (<https://wholegame.thefa.com>) and click on the 'Create account' button on the **Finances side tab**.



You'll then begin the **PayPal business account setup**.

Follow the step-by-step guide on the next three pages to successfully create your club's PayPal business account.

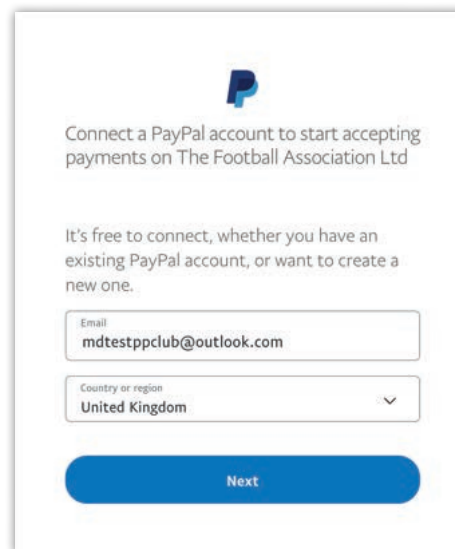
Signing your club up to PayPal



## Create your club's PayPal account

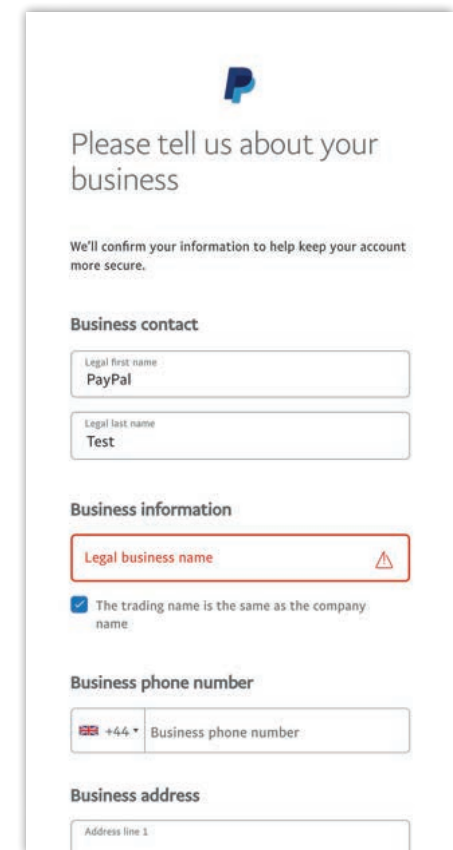
### 1 GET STARTED

- Enter your club's email address that will be linked to the club PayPal account (or upgrade your existing account)
- N.B. This email address must not be linked to any other PayPal account. If you have an existing PayPal account, we also advise clearing your cookies on your internet browser when signing up
- PayPal know you are an FA affiliated football club, but in order to use their payments functionality, we request you set up a business account



### 2 SIGN UP FOR A BUSINESS ACCOUNT

- Here you'll be signing up your club for a PayPal business account
- **First and last name:** Enter the details of the person who will be responsible for the club's PayPal account e.g. Treasurer/Club Secretary
- **Business name:** Enter the name of your football club
- **Business address:** Enter your club's address. If your club is not registered to an address, enter the address of the person who will be responsible for the PayPal account



## Create your club's PayPal account

### 3 MORE ABOUT YOUR BUSINESS

- **Business type:** Enter your club's business classification as '**Not-for-profit-organisation**'
- **Product or service keyword:** Type and select 'Membership Clubs (Sports, Recreation... etc.)'
- **Business URL:** Enter your club's website URL, if applicable
- **Credit card statement name:** It's unlikely you'll need to use this but complete it using the first nine characters of your club name

The screenshot shows the 'Describe your business' form. It includes a dropdown for 'Business type' set to 'Not-for-profit organisation', a checkbox for 'This not-for-profit organisation is a registered charity.', a text field for 'Product or service keywords', a text field for 'Business URL (if applicable)', a dropdown for 'Country or region of formation or incorporation' set to 'United Kingdom', and a text field for 'CREDIT CARD STATEMENT NAME' with a 'PAYPAL \*' label. A blue 'Continue' button is at the bottom.

### 4 PROVIDE INFORMATION FOR YOUR PAYPAL ACCOUNT HOLDER

Enter the nationality, date of birth, and home address of the person who will be responsible for the club's PayPal account. We recommend that this is the treasurer of the club.

The screenshot shows the 'Please tell us more about you' form. It includes a 'Date of birth' section with 'Day', 'Month', and 'Year' fields, a 'Nationality' dropdown set to 'United Kingdom', a 'Home address' section with a 'Same as business address' checkbox and fields for 'Address line 1', 'Address line 2', 'Town/City', 'County', and 'Postcode', and a 'Phone number' section with a 'Same as business phone number' checkbox and a 'Phone number' field with a country code dropdown set to '+44'.



## Create your club's PayPal account

### 5 MORE ABOUT YOUR COMPANY

Answer the questions about your company\*

\*Even though we use the word company, we know you are a football club. Please fill in this section by answering the questions on screen

Please tell us more about your company

To comply with tax laws, we're required to ask our customers specific questions about their organisations. [Learn more](#)

In 2019, did your organisation earn 50% or more of its gross income from dividends, interest, rents, royalties or similar sources?

Yes  No

Are 50% or more of your organisation's assets held in real estate, bank accounts, shares, stocks, bonds, intellectual property or similar income-producing investments?

Yes  No

Is your organisation a not-for-profit that meets all of these requirements?

- It operates only for religious, charitable, scientific, artistic, cultural or educational purposes.
- It's exempt from income tax.
- It has no owners who are entitled to its income or assets, even if it is dissolved.

Yes  No

[Continue](#)

### 6 BENEFICIAL OWNERS

Add information about beneficial owners.

- If you are considered a beneficial owner, please click the box. You should also enter your chairpersons details as a beneficial owner.
- **Ownership Percentage:** Enter '0' for all beneficial owners entered

Beneficial owners

A beneficial owner is the natural person who ultimately owns or controls (including through voting rights) the company. Please provide the details of the beneficial owners, including anyone owning more than 25% of the shares or interests in the company. If your company has no beneficial owner(s), please provide the details of the senior managing official(s) responsible for taking key executive decisions for the company.

Jim Bobson, the primary authorised user, is also a beneficial owner.

[+ Add a beneficial owner](#)

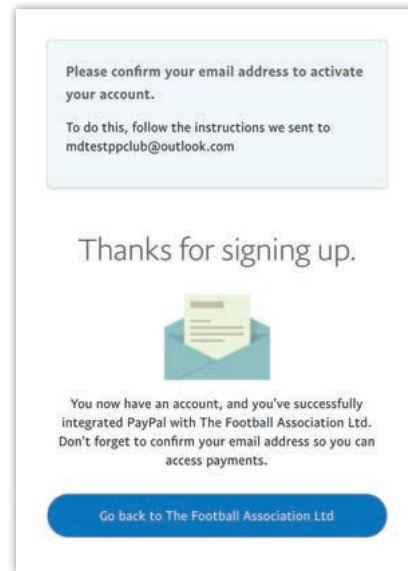
[Submit](#)



## Create your club's PayPal account

### 7 CONFIRM YOUR EMAIL

You'll then receive an email with a link to activate your account. Click the link to complete the set-up process.



# Verify your club's PayPal account

5 to 10 days after opening your account, you will need to verify it in order to get the PayPal fee pricing of 1.4% + 20p.

Before doing this, make sure you've confirmed your email address and verified your financial information. You can do this by following the steps in the emails you received from PayPal after opening your account.

To make signing up as quick and easy as possible, make sure you've got the following information available:

- ✓ Bank statement in the name of the club/ PayPal account holder
- ✓ Passport or driving licence of the person who has opened the PayPal account (the PayPal account holder) and all beneficial owners. If you have put your Chairperson's details as a Beneficial Owner when opening an account, make sure you have these handy
- ✓ Home address details of your chairperson
- ✓ Not-for-Profit Declaration form from Whole Game System signed by Club Chair and Secretary Club's Business
- ✓ Business Registration Number (if you don't have one it's 00-00-00)

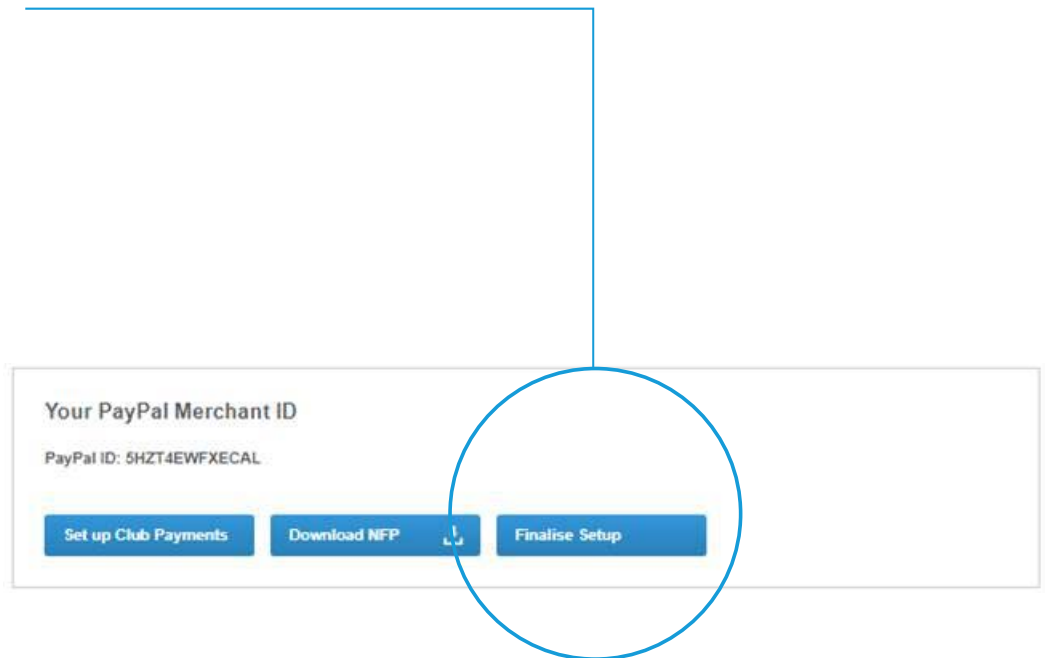
Signing your club up to PayPal



### Step 3

## Verifying your club's PayPal account

When you're ready log in to your club's account on the **Whole Game System**, and click finalise set up on the dashboard. This can also be done by logging in to your club's PayPal account online and clicking on the notifications on the dashboard.



Signing your club up to PayPal





## Verifying your club's PayPal account

### 1 ENTER YOUR DETAILS

Fill in your full name as it appears on your identity document, date of birth, home address and phone number.

**Confirm identity for Alan Thomas Grimsley**

To comply with local laws, we need up-to-date and accurate information for **Alan Thomas Grimsley**

First name  
Alan Thomas

Last name  
Grimsley

Date of birth

**Residential address**

Country of Residence  
United Kingdom

Flat number (optional)

Building name (optional)

Building number

Street name

House number (optional)

Town/City

County

Postcode

Next

### 2 UPLOAD YOUR PROOF OF IDENTITY

If prompted, upload your proof of identity by clicking in the drag and drop box.

- An easy way to upload your documents is to take a picture of them with your phone and email them to yourself
- We may be able to identify you electronically at this stage. If this happens, we won't need your proof of identity
- Check that your document is fully visible and clearly shows your full name, date of birth, date of issue and expiry, along with the document number

**Upload proof of identity for Alan Thomas Grimsley**

Please provide one of the following documents to help confirm your identity.

First name  
Alan Thomas

Last name  
Grimsley

Date of birth

Nationality  
United Kingdom

Select document

Drag and drop a file

**Make sure your files:**

- Are legible and the most current version
- Include the name used on your PayPal account
- Don't exceed a total size of 5MB
- Are in JPG, GIF, PNG, or PDF format

Next

## Verifying your club's PayPal account

### 3 LETTER OF AUTHORISATION

On the next screen, download the Letter of Authorisation, fill it in, sign it and then upload it using the drag and drop box

This document confirms you are a representative of the club and somebody who can operate the club's PayPal account on its behalf

Remember an easy way to upload your documents is to take a picture of them with your phone and email them to yourself

#### Letter of Authorisation

Please submit a letter of authorisation, signed by an authorised manager or owner, that gives the account holder and operators the right to act on behalf of your business.

**Step 1 - Download**  
Download the Letter of Authorisation template.

**Step 2 - Print and complete**  
Print and complete the letter on business letterhead, and have it signed by an appropriately authorised person.

**Step 3 - Upload**  
Upload a scanned copy or photo of the document.

**Don't have a business letterhead?**  
Upload an email of the completed template from a company director. The email must have been sent from their corporate email address.

Document type

Drag and drop a file

**Make sure your files:**

- Are legible and the most current version
- Include the name used on your PayPal account
- Don't exceed a total size of 5MB
- Are in JPG, GIF, PNG, or PDF format

Next

### 4 BUSINESS CONTACT INFORMATION

Fill in your club's details and use the address attached to your club's bank account

- If your club is not registered at Companies House and therefore does not have a company registration number, fill in the Company registration number box with 000000 (six zeros)

#### Business contact information

Business name:

Company registration number:

Business address:

Next

## Verifying your club's PayPal account

### 5 COMPANY DIRECTORS

Fill in the details of your club's Chair. Some of your Chair's details may already be filled in, but make sure you fill any gaps

- The information we need is: full name, Date of birth, nationality and home address

**Company directors**

Please provide the details of all individuals registered as company directors who are responsible for supervising its activities and affairs.

**You'll need to list at least one director.**

First name	Last name	Remove
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	

[Add more](#)

### 6 BENEFICIAL OWNER INFORMATION

Some larger clubs may have joint owners or shareholders. If this doesn't apply to your club, then you can list your Chair's details instead

- For this section, some of your Chair's details should be automatically populated. Fill in the rest of the form and click 'Next'
- On the next screen, upload your Chair's proof of identity

**Beneficial owner information**

Please provide information for each of your organisation's beneficial owners

1. Alan Thomas Grimsley	<input checked="" type="checkbox"/>
2. Alan Thomas Grimsley	<input type="button" value="Provide information"/>

If you are a larger club with joint-owners and shareholders, then complete the following:

- Fill out the details on screen. The information we need is: full name, date of birth, nationality and home address
- Complete the percentage of ownership. Zero can be entered if there are no shareholders
- On the next screen, upload the identity documentation for everyone listed in this section with 25% + ownership





# There goes the final whistle!

Now you may be taken to a screen to confirm your bank account information. Simply click **'confirm'**

And that's it. Your account should be verified by PayPal in 7 to 14 days. All you need to do now is log back in to your Whole Game System account and set your match fees if you haven't done so already

## Need Help?



If you have any questions on the FA Matchday app email: [matchday@thefa.com](mailto:matchday@thefa.com)

TheFA 

**MATCHDAY**

Payments by  **PayPal**

