

# CDS Cash Account

Your guide to adding authority and topping up

# CHAMBER CUSTOMS<sup>®</sup>

Helping Traders Keep on Trading



# This guide will show you



## Buzz Words Explained

Brief glossary and  
useful links from  
gov.uk



## Authorisation

How to authorise  
ChamberCustoms to  
use your CDS Cash  
Account



## Execution

How to top up  
your CDS Cash  
Account



## Control

How to check  
previous  
transactions

# Glossary

CDS

## **Customs Declaration System**

- From Friday 30 September 2022, CDS will be the only system used for import declarations.
- ChamberCustoms will not be able to make import declarations using CHIEF.

CDS CASH  
ACCOUNT

Your own top up account allowing you to pay your import duty and/or VAT.  
Available only when ChamberCustoms use CDS to file your customs declarations.

DEFERMENT  
ACCOUNT

Your own credit account allowing you to pay your import duty and/or VAT.  
Available on CHIEF and CDS.  
Note: CDS usage requires a separate Direct Debit to be set up.

EORI

## **Economic Operators Registration and Identification number.**

- You need an EORI number that starts with GB to export and import goods from England, Wales or Scotland. If you move goods to or from Northern Ireland you may need one that starts with XI.

To read more on EORI: [CLICK HERE](#)

# What you will need before adding authority:



## Register your EORI to access CDS

<https://www.gov.uk/guidance/get-access-to-the-customs-declaration-service>



## Get a Cash Account

Once you've registered for CDS, you'll automatically get a cash account.



## Access your Cash Account

<https://www.tax.service.gov.uk/customs/payment-records>

# Adding Authority

1. Access your Cash Account - log in to <https://www.tax.service.gov.uk/customs/payment-records>

## Your customs financial accounts

[Manage your account authorities](#) [Other accounts you can use](#)

### Cash account

Account: 123456789111

£0

[View cash account](#) [Top up](#)

2. Select **Manage your account authorities**

## Manage your account authorities

**Add an authority**

3. Select **Add An Authority**

# Adding Authority

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## What is the EORI number of the company or person you want to give authority to?

It starts with GB followed by 12 digits. For example, GB345834921000.

GB297328558000

Continue

4. Input ChamberCustoms EORI:  
**GB297328558000**

5. Select **Continue**

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## Which accounts do you want to add authority to?

Select all that apply.

- Duty deferment: 1234567
- Cash: 12345678911

Continue

6. Select which accounts you are giving authority to **ChamberCustoms** to use

7. Select **Continue**

# Adding Authority

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## Are these details correct?

EORI GB297328558000  
Company name ChamberCustoms LTD

Yes  
 No, change EORI

Continue

8. Check the details are correct

9. Select **Continue**

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## When do you want the authority to start?

Today  
 On a set date

Continue

10. Choose **Today**

11. Select **Continue**

# Adding Authority

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## Allow this user to see the available balance?

Yes

No, just allow them to use the accounts

[Continue](#)

12. Choose **Yes**

13. Select **Continue**

< [Back](#)

## Your details

We will only use these details if we have questions regarding this authority.

Full name

Role

[Confirm](#)

14. Input your name and role within the company

15. Select **Continue**

# Adding Authority

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## Check your answers

16. Check that the details are correct

### Accounts you wish to authorise

**Accounts**      Duty deferment: 1234567 [Change](#)  
Cash: 123456789111

### Authorised company details

**EORI number**      GB297328558000 [Change](#)

**Company name**      ChamberCustoms  
Limited

### Authority details

**Start**      Today's Date [Change](#)

**See balance**      Yes [Change](#)

### Your Details

**Your name**      Your Name [Change](#)

**Your role**      Your Role [Change](#)

I confirm that the information given is true and accurate and I give authorisation to use this account when clearing customs declarations on behalf of my company.

[Confirm this authorisation and submit](#)

17. Select **Confirm this authorisation and submit**

# Adding Authority

## Authority added

Company name:  
ChamberCustoms Limited

EORI number:  
GB297328558000

Ask the company or person to check that they can see your account in their customs financials dashboard. It may take up to one hour to appear.

[Back to manage your account authorities](#)

## Adding ChamberCustoms Completed!

You can now go back to manage your account authorities.

# Topping Up Your CDS Cash Account

## Your customs financial accounts

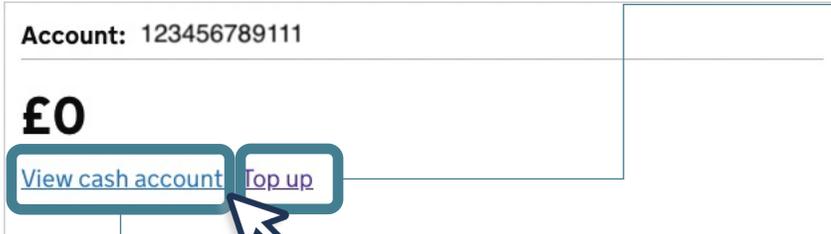
[Manage your account authorities](#) [Other accounts you can use](#)

### Cash account

Account: 123456789111

£0

[View cash account](#) [Top up](#)



1. To access your CDS Cash Account, log in to <https://www.tax.service.gov.uk/customs/payment-records>

2. Selecting **Top up** will redirect you to instructions on how to top up your CDS Cash Account. These will include:

- Bank details for HMRC
- Reference for the transfer will be **CDSC** followed by your **CDS Cash account reference number**, e.g., **CDSC12345678911**

Funds will become available to be used for clearance in up to 2 hours from the bank transfer.

3. To view previous transactions, press **View cash account**

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