



You may use this form to tell us of any changes to your VAT registered business.

If you have ceased trading or transferred the business to a new owner, complete form VAT7 Application to cancel your VAT Registration.

If you have changed your legal entity, for example, from sole trader to limited company but would like to retain the same VAT Registration Number complete forms VAT1 and VAT68.

If you are registering a change in Partner(s), complete form VAT2 Partnership details.

These forms are available from our website, go to GOV.UK and search for the form name.

VAT Registration Number

Grid of boxes for VAT Registration Number

Your full name

Text input field for full name

Your position within the company For example, Proprietor, Partner, Director

Text input field for position

What do you want to tell us about?

Tick all boxes that apply

Changes to business contact details complete section 1

Change VAT Return dates complete section 3

Change bank details complete section 2

Transfer of the business complete section 4

1 Changes to business contact details

For Partnership/Sole traders only

New name(s)

If you are changing your own name provide a copy of your marriage, divorce or deed poll certificate

Text input field for new name

For Incorporated companies only

New company name

Provide the Certificate of Incorporation for change of name from Companies House

Text input field for new company name

New trading name

Text input field for new trading name

If you have changed the address of the principal place of business, what is the new address?

We do not accept an accountant's address, director's home address, PO Box address or c/o address

Text input field for new address

Contact numbers

Text input field for phone number

Text input field for fax number

Business email and website addresses

Text input field for email address

Text input field for website address

2 Change bank details

The bank account must be in the name of the registered person or company and must be held in the UK.

These bank details are used by HMRC to make any repayments of VAT to your business. If you pay your VAT by Direct Debit, we record those bank account details separately. Update these details at your bank or download a DD Mandate VATC9 available at GOV.UK. Please allow 5 working days before setting up a new direct debit instruction on the HMRC online system.

Account name

Text input field for account name

Sort code

Grid of boxes for sort code

Account number

Grid of boxes for account number

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3 Change VAT Returns dates

I wish my VAT returns to end on the last days of:

March, June, September and December

April, July, October and January

May, August, November and February

I wish to apply for monthly returns

Note: Monthly returns are only allowed if a business is in a regular repayment position

4 Transfer of the business

If you have transferred your business to a new owner, give the details of the new owner

Name

Address

Postcode

The new owner is

An individual A company

Date of transfer DD MM YYYY

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Does the new owner wish to apply to keep the existing VAT Registration Number?

No Yes

If 'Yes' you will both need to complete form VAT68

Any other changes

It is important that the changes are authorised by the appropriate person. The details can only be amended with the written authority of the registered person.

Acceptable signatories are as follows:

- Incorporated Company - a Director or Company Secretary
- Limited Liability Partnership - a member of the LLP
- Partnership - any one of the listed Partners
- Sole Proprietor - him or herself
- Non-Profit Making Body - Chairperson, Treasurer, Trustee or Secretary
- Local Authority - Town Clerk, Head of Finance or Treasurer

Other signatories such as accountants, solicitors will only be accepted after an original form 64-8 Authorising your agent has been completed. This form is available from our website.

Declaration

I declare that the information I have given on this form is true and complete

Signed

Full name

Date DD MM YYYY

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Capacity in which signed

For example, Proprietor, Partner, Director

Return the completed form to: Grimsby National Registration Service, HM Revenue and Customs, Imperial House, 77 Victoria Street, Grimsby DN31 1DB.