



VAT Declaration

Office address

For official use: date received

How to use this form

Important: before you complete this form please read your agreement, handbook and supplements (if any). If you need further guidance please contact Natural England.

- This form should be completed by agreement holders who are not registered for VAT and who are therefore not able to reclaim from HM Revenue and Customs the VAT element on goods and services which they have purchased. VAT can only be reclaimed from Natural England for Capital elements of any claim.
- Please write clearly in **black ink** and BLOCK letters. Any alterations must be initialled and dated. Do **not** use correction fluid.
- If you require more space for any section please continue on a separate sheet, ensuring that you add the agreement reference, sign and date each sheet
- Please send your completed form to your Natural England office. Forms completed electronically must be printed and signed. You are advised to keep a copy of this form for your records.
- This form is available from your Natural England office or the Natural England web site at <http://www.naturalengland.org.uk/ourwork/farming/funding/es/forms/default.aspx>

If you wish to receive confirmation that your form has been received please complete this slip.

Please enter your name and address in the panel below

Do not detach



Your VAT Declaration was received by Natural England on the date shown overleaf.

This acknowledgement only provides proof that your form has been received by Natural England.

For Natural England use only: Agreement reference number (to be used on all correspondence)

Section 1: Details of agreement holder(s)

1. a) Agreement reference number
- b) Name of applicant/agreement holder

Title (Mr/Mrs/Miss/ Ms)	Initials	Forename	Surname

- c) Business name
- d) Correspondence address
(including postcode)
- e) Telephone number
(incl. national dialling code)
- f) Fax number (incl. national dialling code)
- g) Mobile number
- h) Email address
- i) Main Holding number
(County / Parish / Holding)

2. Authorisation for an agent to complete a VAT Declaration.

- a)** I am an agent completing this form on behalf of others. Yes No

If '**No**', please go to Section 2.

- b)** If '**Yes**' the individual(s) on whose behalf you are completing this form must have authorised you to complete it. If no written authorisation has been supplied previously for this agreement, you must submit it with this completed form.

Please tick to confirm if an authorisation letter or form is attached.

Please tick to confirm if an authorisation letter or form has been previously supplied

Receipt Stamp

Section 2: Items covered by claims

2. List items covered by proposed claims (please refer to your agreement document for details):

Scheme	Item

Please enter the number of continuation sheets used in the box

Section 3: Declarations

I/we declare that:

- I am/we are not registered or about to be registered for the purposes of Value Added Tax and that I/we have not claimed and will not claim deduction or repayment as input tax of any amounts of VAT included in the price paid for the listed work at Section 2 which are or will be the subject of the claim for grant made by me/us; and
- the information given in this form is to the best of my/our knowledge correct and I/we accept full responsibility for it.

This declaration must be signed by either all signatories to the agreement or by an agent who has written authority from all named agreement holders.

Signature(s)	Name(s) in BLOCK letters	Status	Date

Section 3: Declarations (continued)

Signature(s)	Name(s) in BLOCK letters	Status	Date

Warning

If you knowingly or recklessly make a false or misleading statement to obtain aid for yourself or anyone else, you risk prosecution (which could result in imprisonment, a fine or both), the loss of all aid paid to you under the scheme(s) in respect of which you have made a commitment, and exclusion from certain schemes for up to two years.

Data Protection

For information on how we handle personal data go to www.gov.uk/rpa and search 'Rural Payments Agency personal information charter'.