



Use this form to tell us of any changes to your VAT registered business.

If you have ceased trading or transferred your business as a going concern and wish to cancel your VAT registration number, please complete form VAT7, 'Application to cancel your VAT registration'.

If you are transferring your VAT registration number to the new owner, complete forms VAT1 and VAT68. You can find more information in VAT Notice 700/9.

If you've changed 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 partners, complete form VAT2, 'Partnership details'.

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

**VAT Registration Number**

**Your full name**

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

## What do you want to tell us

Tick all boxes that apply

- Changes to business contact details  complete section 1
- Change bank details  complete section 2
- Change VAT returns dates  complete section 3

### 1 Changes to business contact details

#### For Partnership/Sole traders only

New names

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

#### For incorporated companies only

New company name

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

New trading name

If you've 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

#### Contact numbers

Phone   
Fax

#### Business email and website addresses

Email   
Website

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## 2 Change bank details

The bank account must be held in the UK and the bank account name must match the business name, unless the business is part of a franchise.

These bank details are used by HM Revenue and Customs to make any repayments of VAT to your business. If you pay VAT by Direct Debit, we record those details from your business tax account. For partnerships where we require multiple signatures, use form VATC9 available on GOV.UK. Amendments can be made with your bank. For more information, go to [gov.uk/pay-vat](http://gov.uk/pay-vat)

Account name

Sort code

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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: To apply for Annual Accounting, refer to form VAT600AA.

## 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 and solicitors will only be accepted after an original form 64-8, 'Authorising your agent' has been completed. Go to GOV.UK and search for 'Authorising your agent (64-8)'.

## Declaration

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

Signature

Date DD MM YYYY

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Full name

Capacity in which signed

For example, Proprietor, Partner, Director

## What to do next

Return the completed form to:

BT VAT

HM Revenue and Customs

BX9 1WR