



# Application for vehicle tax

Please see the guidance notes over the page.  
For more information go to [www.gov.uk/vehicle-tax](http://www.gov.uk/vehicle-tax)

V10

To tax a heavy goods vehicle (HGV) use the 'Application to tax a HGV' (V85).

## 1 Your details

Please write clearly in **black ink** using **CAPITAL LETTERS**.

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (for example, Dr)

Business or organisation name:

First names:

Surname:

Current address

House number:

Post town:

Postcode:

## 2 Vehicle details

Registration number (please write in the boxes):

Make:

Model:

Tax class you are applying for:

(For example, private or light goods (PLG), petrol car and so on).

If PLG, bicycle or tricycle, please give the exact engine size in cc.

If bus, how many seats are there (including the driver's seat)?

## 3 Vehicle tax details

How long do you want the tax to run for?

6 months ☐

12 months ☐

What month and year do you want the vehicle tax to start?

(You cannot backdate the tax to before the first day of the month in which you are making this application).

By law, all drivers must be covered by motor insurance when they use a motor vehicle on the road or in any other public place.

Failure to tax and insure or SORN your vehicle may result in a fine or prosecution.

Official use only  
3/25

Date stamp

3

VC

4

Prefix

5

Fee

O/U Payments (DVLA use only)

6

6 Mths

12 Mths

expiry date (DVLA use only)

SR V5C V5C/2 V62  
change noted noted

Method of payment

Chq PO Cash Other

If your vehicle does not need an MOT or Goods Vehicle Test Certificate, fill in 'Declaration of exemption from MOT' (V112) or 'Declaration of exemption from goods vehicle testing' (V112G) (see section G).

Note: when you use this form at a Post Office® branch that deals with vehicle tax, the information on it will be sent to us electronically. The member of staff at the Post Office will give this form and the 'Direct Debit application' (VDD1) (if applicable) back to you with a receipt. Please do not send this application to us. Please keep the receipt as you may need it later.

Do not use this form to tax a heavy goods vehicle (except for showman's goods), or a recovery vehicle. For HGV vehicles use a V85.

## A Why you should use this form

You should only use this form if:

- you have not received a 'Reminder to get vehicle tax or make a Statutory Off Road Notification' (V11)
- any vehicle details (for example, tax class) have changed
- there has been a break in taxing the vehicle
- you want to tax a vehicle during a SORN
- you are applying for 50% reduction in vehicle tax using your Personal Independence Payment (PIP) or Adult Disability Payment (ADP) entitlement by post

## B When to apply

### If your vehicle is taxed

You can apply from the first day of the month in which your current vehicle tax runs out. Your new tax will come into force on the first day of the next month.

### If your vehicle is not taxed or has a SORN

If your vehicle has a SORN or is not taxed, and you apply in the last 2 working days of a month, the tax can start on the first day of the next month. If you apply before then your tax will be backdated to the start of the current month. (Saturday is classed as a working day at Post Office branches).

## C Where and how to apply

You can apply in person at a Post Office branch that deals with vehicle tax.

To find your nearest Post Office branch that deals with vehicle tax go to [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder) or phone 0345 722 3344.

Applications for 50% reduction in vehicle tax must be sent to DVLA, Swansea, SA99 1BF. You should receive a reply within 4 weeks of receipt of your application.

## D The documents you need to produce

- the **V5C Registration Certificate (log book) or the green new keeper slip**
- **proof of a valid MOT (electronic copies are acceptable) or a Goods Vehicle Test certificate (GVT)** – the MOT or GVT certificate must be valid on the date the tax starts. If your vehicle had an MOT test in Northern Ireland, a valid test certificate must be produced. If you have a vehicle that does not need an MOT or GVT certificate, see section G opposite
- **if you are claiming a vehicle tax exemption or a 50% reduction in vehicle tax you must submit one of the following** – Certificate of Entitlement to DLA, Certificate of Entitlement to Personal Independence Payment (PIP), Certificate of Entitlement to Child Disability Payment (CDP), Certificate of Entitlement to Adult Disability Payment (ADP), Certificate of Entitlement to Scottish Adult Disability Living Allowance (SADLA) or WPA0442

**All the above documents must be originals; not photocopies or faxed copies.**

- **Certificate of insurance or cover note** (downloaded copies are acceptable, photocopies are not) valid on the date the tax comes into force, for vehicles registered with a Northern Ireland address

## E How to pay

At the Post Office you can pay by cash, direct debit (if applicable), debit card, credit card, cheque or postal order (made out to 'Post Office Ltd'). If you are setting up a direct debit for your vehicle tax, you must fill in the 'Direct Debit application' (VDD1).

If you send your application by post to DVLA, please make cheques or postal orders payable to 'DVLA, Swansea'. Do not send cash or blank postal orders. We cannot accept damaged or altered cheques. If you send us a damaged or altered cheque, your application will be rejected and returned to you.

The different rates of tax are given on [www.gov.uk/vehicle-tax](http://www.gov.uk/vehicle-tax) and in 'Rates of vehicle tax' (V149) which you can get from [www.gov.uk](http://www.gov.uk)

**If you pay with a cheque which bounces, the vehicle will not be taxed.**

## F Special notes

**You can tax your vehicle at a Post Office branch that deals with vehicle tax by using your V5C or green new keeper slip.** You may also need to fill in an 'Application for a vehicle registration certificate' (V62) if you only have the green slip.

**If you do not have a V5C or the green new keeper slip you will need to fill in a V62 with this form.** If you are not the registered keeper of the vehicle you may not be able to tax until you get a V5C in your name. You must keep the vehicle off the road during this time.

If you've previously had a V5C in your name for this vehicle and it has been lost, stolen, damaged or destroyed and there is no change to the vehicle or your personal details, you can apply for a duplicate at [www.gov.uk/vehicle-log-book](http://www.gov.uk/vehicle-log-book). You'll be able to tax your vehicle at the same time.

**You can download the V62 form from [www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms)** or get one from any Post Office branch that deals with vehicle tax.

## G Further information

For more information on taxing your vehicle go to [www.gov.uk/vehicle-tax](http://www.gov.uk/vehicle-tax)

Certain vehicles do not need an MOT test. For more information, see the 'Declaration of exemption from MOT' (V112) or the 'Declaration of exemption from goods vehicle testing' (V112G). You can get these from [www.gov.uk](http://www.gov.uk) and from Post Office branches that deal with vehicle tax. If your vehicle is exempt you should fill in and sign the V112 or V112G with this application.

If you are unhappy with the service you receive, please visit [www.gov.uk/dvla](http://www.gov.uk/dvla) for information on our complaints procedure.

You can contact us in the following ways:

By phone: **0300 790 6802**

Phone lines are open between 8am and 7pm, Monday to Friday, and between 8am and 2pm on Saturdays. Some calls will be monitored for quality and training purposes.

By writing to: Customer Enquiries (Vehicles), DVLA, Swansea SA6 7JL.

## H Data protection

DVLA handles your personal data in accordance with road vehicle law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at [www.gov.uk/dvla/privacy-policy](http://www.gov.uk/dvla/privacy-policy)

**You can now choose to receive vehicle tax reminders by text or email**

Go to: [gov.uk/dvla/account](http://gov.uk/dvla/account)