

Notifying us of changes to a VAT registered business

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.

VAT Registration Number

9 70 0 3 1 3 5 2

Your full name

TRUSTEES OF GBC PENSION SCHEME
G BROOKS

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

VAT2 Partnership details.	For example, Proprietor, Partner, Director
These forms are available from our website, go to GOV.UK and search for the form name.	TRUSTEE
and search for the form hame.	
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	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
For Incorporated companies only	
New company name	Postcode
Provide the Certificate of Incorporation for change of name from Companies House	Contact numbers
	Phone
	Fax
New trading name	Business email and website addresses
	Email
	Website
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	Account name THE GBC PENSION SCHEME Sort code 23-83-96 Account number 04690077
instruction on the HMRC online system.	

VAT Registration Number

	970031352
3 Change VAT Returns dates I wish my VAT returns to end on the last days of:	
March, June, September and December	I wish to apply for monthly returns
April, July, October and January	Note: Monthly returns are only allowed if a business
May, August, November and February	is in a regular repayment position
4 Transfer of the business If you have transferred your business to a new owner, gire. Name	ve the details of the new owner The new owner is
	An individual A company
Address	Date of transfer DD MM YYYY
	Does the new owner wish to apply to keep the existing VAT Registration Number?
Posterido	No Yes
Postcode	If 'Yes' you will both need to complete form VAT68
It is important that the changes are authorised by the approauthority of the registered person. Acceptable signatories are as follows: Incorporated Company - a Director or Company Secretar 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 Local Authority - Town Clerk, Head of Finance or Treasurer	e or Secretary Fer De accepted after an original form 64-8 Authorising your agent
Declaration I declare that the information I have given on this form is	
Signed	Full name
Date DD MM YYYY	Capacity in which signed
	For example, Proprietor, Partner, Director
	TRUSTEE

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