



TRUSTEE

0 4 6 9 0 0 7 7

970 0313 52

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

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

PLEASE PAY ALL VAT REPAYMENTS DIRECTLY TO BANK ACCOUNT.

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

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.