

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*.

These forms are available from our website, go to **www.hmrc.gov.uk** from the home page select 'quick links' and then 'Find a Form'.

VAT Registration Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your full name

  


Your position within the company

*For example, Proprietor, Partner, Director*

## What do you want to tell us about?

*Tick all boxes that apply*

Changes to business contact details  *complete section 1*

Change bank details  *complete section 2*

Change VAT Return dates  *complete section 3*

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*

  


#### For Incorporated companies only

New company name

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

  


New trading name

  


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*

  
  
  
  


Postcode

Contact numbers

Phone

Fax

  


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. You will need to log in to HMRC Online Services to keep those up-to-date.*

Account name

Sort code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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