

Before you complete this form please ensure that you read VAT Notice 700/11 *Cancelling your registration* as it will help you to decide if you want or need to cancel your VAT registration.

- Please complete all the questions using **black ink** and **capital letters**. If you do not complete the form correctly it may delay the cancellation of your VAT registration.
- **Do not** complete this form if you are transferring your business or changing your legal entity and it has been agreed that the new owner/legal entity is to retain the VAT Registration Number. (See Notice 700/11 *Cancelling your registration*.)
- If you fail to cancel your registration at the right time you may have to pay a penalty.
- If you choose to deregister voluntarily you will be deregistered from the date we received your form unless you request a later date. (See Notice 700/11 *Cancelling your registration*.)
- If you are **required** to be deregistered you will be deregistered from the date that you ceased to have an entitlement to VAT registration. (See Notice 700/11 *Cancelling your registration*.)

<p><b>1</b> What is your VAT Registration Number?</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> </div>	<p>Daytime phone number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>2</b> Please give your full name</p> <ul style="list-style-type: none"> <li>• If your business is a limited company give your company name.</li> <li>• If your business is a partnership please give your trading name.</li> <li>• If the partnership does not have a trading name give the names of all of the partners.</li> </ul> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>Mobile phone number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>3</b> Please give your trading name if it is different to the name given at question 2</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<p><b>5</b> Please give the address for correspondence if it is different from the address given at question 4</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Postcode</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>4</b> Please give the address of your principal place of business (that is the address from which you normally trade)</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Postcode</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>Daytime phone number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Mobile number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>



(c) If you answered No please provide further information on the back of this form explaining why you believe you are entitled to exemption from registration.

Go to question 15

**11** Remember: If you are changing your legal entity and transferring your VAT Registration Number to a new legal entity then do not complete this form. See Notice 700/11 *Cancelling your registration*.

(a) Please enter the date the transfer or change of legal entity took place DD MM YYYY

(b) Describe the change of legal entity (for example, sole proprietor to partnership)

(c) Please give the name and address of the new owner (if different to question 2, 3, or 4)

Name
Address
Postcode

Please tick box if the details are still the same

(d) Please give the new owner's VAT Registration Number (if known)

(e) Is the new owner a member of a VAT group?

No  Yes

(f) Were all stocks and assets transferred?

No  Yes

Go to question 15

**12** (a) When did you join/will you join the VAT group? DD MM YYYY

(b) What is the name of the representative member?

(c) What is the VAT Registration Number of the group (if known)?

Go to question 15

**13** Please give the date the VAT group disbanded DD MM YYYY

go to question 15

**14** Please provide the date you want to deregister from DD MM YYYY

Please give the reason why you want to deregister from this date on the back of this form.

Go to question 15

**15** Do you have an Option to Tax on any property?

No  Yes

**16** Do you use the cash accounting scheme?

No  Yes

**17** Please estimate the total VAT inclusive value of stocks and assets you have on hand on which VAT is due. This includes the value of the property on which an option to tax has been made and VAT has been reclaimed

You may have to account for VAT on these assets on your final VAT return. See Notice 700/11 *Cancelling your registration* for further information.

**18** If your business bank account details have changed please give the new details

Bank account number

Bank sort code

or

Girobank account number

Please tick box if you have no account or your account has been closed

