

CHANGE OF DETAILS - VARIATIONS

Please complete the following form with the change you require.

VAT Registration number									
-------------------------	--	--	--	--	--	--	--	--	--

Please provide your name(s) (if you are a Partnership/Sole Trader)

.....

Please provide your Company Name (if you are an Incorporated Company)

.....

Please provide your Trading name

Please provide your trading style

.....

Please confirm the address of your principal place of business – this is normally the place where the day-to-day running of the business is conducted. As a general rule we do not accept an accountant’s address, director’s home address, PO Box address or c/o address.

.....

.....

Please describe your main business activity

.....

Please provide your telephone number

Please provide your bank details – the bank account must be in the name of the registered person or company and must be held in the UK.

Account name

Sort code						
-----------	--	--	--	--	--	--

Account no									
------------	--	--	--	--	--	--	--	--	--

Or

Girobank account no										
---------------------	--	--	--	--	--	--	--	--	--	--

Still trading?

Have you ceased trading (i.e making taxable supplies)? **Yes** **No**

If “Yes” give the date when trading ceased and the address at which you can be contacted:

.....

.....

If you have transferred your business to a new owner please give the name and address of the new owner:

.....

CHANGE OF DETAILS - VARIATIONS

VAT Registration number:

I wish my VAT returns to end on the last days of (please tick):

March, June September and December	
April, July, October and January	
May, August, November and February	

Please sign the form in the space below. It is important that the above changes are authorised by the appropriate person (as shown below). The details can only be amended with the written authority of the registered person:

Signed **Date**

Full name

*** (Proprietor/Partner/Director/Company Secretary, Chairman, Trustee, Treasurer)**

*Delete as necessary

Please note:

- If you are registering a change in Partners you will need to download and complete a Vat 2 form.
- If you are registering a change of company name please provide the Certificate of incorporation for change of name from Companies house.
- If you are a Sole trader/Partner and are changing your own name please provide a marriage/divorce/deed poll certificate.
- If any other amendments are required that are not covered on this form please attach a covering letter or call us on 0845 039 0129