

# VAT Declaration Form



## What you need to do

A VAT declaration form must be submitted for each site/premises that qualifies for VAT relief.

**This declaration should be completed in full and returned no later than 10 working days after your site start date.** If we are not informed of any VAT relief, then sites will be charged at the full rate. If you are a registered charity, please ensure you include your registered charity number and confirm that you do not conduct business activities.\*\*

Please complete this form and email it to [customerdata@engie.com](mailto:customerdata@engie.com) or post to the address at the bottom of this form. We will contact you if further information is needed or the form has been completed incorrectly. If this happens, there may be a delay in the relief being added to your invoices.

### \*Please note these are mandatory fields

<b>*Fuel</b>	<b>*Nature of Business</b> (including registered charity number)
<input type="checkbox"/> Electricity <input type="checkbox"/> Gas	
<b>*Site Name</b>	<b>*Company Name</b>
<b>*Address of Qualifying Premises</b>	<b>*Please select the reason for exemption</b>
	<input type="checkbox"/> Domestic <input type="checkbox"/> Charity non-business
Postcode	<b>*Date VAT relief applicable from</b> <small>Please Note this cannot be any earlier than your supply start date</small>
	DD/MM/YY
<b>*Percentage of consumption that qualifies for VAT relief (qualifying use) to nearest 1%</b>	<b>*Please detail all Meter Numbers</b>
_____% Electricity      _____% Gas	

I have read and understood the relative guidance, and I certify that the above information given is accurate and complete. I understand that any incorrect statement may make me liable to financial penalties. I undertake to inform ENGIE if there is any significant change in circumstances.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

Company  
Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Date \_\_\_\_\_

VAT Number\*\*\* \_\_\_\_\_

Please note HMRC rules govern that we cannot retrospectively adjust VAT relief beyond 4 years from the date this declaration is signed

\*\* 'Businesses activities' are defined as charging for goods and/or services. This also includes sports organisations that charge a membership fee.

\*\*\*Please indicate here if your business is not VAT registered.