

These notes will help you answer questions on form VAT1 *Application for registration*.

The notes are numbered to correspond with the questions on the form.

If you need more space to give an answer, please write on a separate sheet of paper and make sure that you add the name and address of the applicant at the top of each sheet.

The **checklist** on page 8 will help you to make sure you include all relevant information, including any other documents.

Details on **where to send your application** are given on page 9.

A **Glossary** of the terms used is included on pages 10 and 11.

About the business

3 Corporate body

See Glossary on page 10 for full details about Corporate body.

4 Are you registering as the Representative Member or nominated corporate body of a VAT group?

This question is only relevant if you intend to register two or more corporate bodies under one registration as their Representative Member - see VAT group in the Glossary on page 11 for more details.

5 Business contact details

Business address

This address should be in the United Kingdom (UK).

Please do not use an accountant's address, a PO box or a 'care of' address. They are not acceptable and HMRC will return the form to you to correct the entry.

Non-UK addresses

If you are applying to register for UK VAT but are abroad, you may deal directly with HMRC or appoint a tax representative in the UK.

To register direct with HMRC, please send your application form to:

Non Established Taxable Persons Unit (NETPU)

HM Revenue & Customs

Ruby House

8 Ruby Place

ABERDEEN

AB10 1ZP

To appoint a tax representative to handle your UK VAT affairs, please complete form VAT1TR. Go to www.hmrc.gov.uk/forms/vat1tr.pdf

Other contact details

Please provide a phone number in case we need to contact you.

6 Business activities

Provide a full description of all your business activities including:

- the type of goods and services that you supply, and
- whether your supplies are retail or wholesale.

By *full description* we mean that you need to specify what it is that you do.

Avoid generic terms, for example, instead of:

- 'building services', enter 'plasterer' or 'electrician', or
- 'consultancy', enter 'management consultancy' or 'financial consultancy'.

If you have not started trading

Please enter details of your intended business activities.

If your business has more than one activity

Enter any other activities in the 'Other activities' box.

If your business activities relate to the buying, selling or letting of land or property

HMRC require further information about this involvement and you should complete and submit a VAT5L *VAT registration - land and property* form with your VAT1 *Application for registration*.

If you wish to opt to tax land or property you will need to complete either a VAT1614A *Notification of an option to tax land and/or buildings* or a VAT1614H *Application for permission to opt*. For more information see the online VAT5L or VAT Notice 742A *Opting to tax land and buildings*.

7 Are you (or any of the partners or directors in this business) currently involved, or in the last two years have been involved, in any other business in the UK or Isle of Man (VAT registered or not) either as a sole proprietor, partner or director?

Include any other business where partners or directors of the business have been involved and are making this application.

If the only previous involvement of the directors was with companies that were members of a corporate group, you need only enter the names of the holding companies.

If you are registering a company that is part of a corporate group, you need only enter the name of the holding company.

If any of the holding companies you enter are VAT registered or are part of a VAT group, enter their VAT Registration Numbers.

8 UK bank or building society account

This must be an account held in the UK and the account name must match the business name you are registering with HMRC.

HMRC will repay any VAT owed to the business electronically, direct into the account.

Please note, some accounts cannot receive payments electronically, so please check with your provider if you are not sure whether yours can.

If you are in the process of opening a business account, you must provide copies of any relevant correspondence received from your bank or building society.

If you do not have a UK bank account, please explain why on a separate sheet of paper.

i Forms and Notices are available online:

Go to www.hmrc.gov.uk and enter the form or notice number in the *Search* facility.

About your VAT registration

Taking over a going concern

- 9 **Are you registering for VAT because you have:**
- **taken over** (or are about to take over) a **business** (or part of a business) as a **going concern**, or
 - **changed** (or are about to change) **the legal status of a VAT registered business?**

A transfer of a going concern (TOGC) is where you take over a business or part of a business, whether or not you intend to continue to run that business in the same way.

By 'change of legal status' we mean a change, for example, from a sole proprietorship to a partnership or limited company.

How to work out your effective date of registration

To work out the effective date of registration you must first work out whether you need to register for VAT.

- Look at the value of the goods and services sold by the transferred business or part business in the 12 months before the transfer.
- If you were already the owner of a business, add the value of any goods and services you have supplied in the 12 months before the transfer.
- If the total is over the registration threshold, you must register within 30 days of the transfer.

Your effective date of registration will be the date the transfer took place.

- If the total is below the registration threshold, you do not need to register now.

However, you must obtain the turnover records of the transferred business. You must then check the combined value of any goods and services supplied each month to see whether you go over the threshold. See page 5 for *You may need to keep checking your turnover*.

12 **Do you want to keep the previous owner's VAT number?**

In certain circumstances you can apply to keep the previous owner's VAT Registration Number.

If we are able to reallocate the number to you, you will:

- be responsible for accounting for all the VAT due in the whole tax period that ends after the date of transfer - not just from the date you took over
- be responsible for all VAT declarations that were made before the transfer
- have to correct any errors and pay any interest that may be due (but not any penalty).

If we cannot reallocate the number to you, we will issue a new number.

If you want to keep the previous owner's VAT Registration Number, you must send a completed form VAT68 *Request for transfer of a registration number* with this application form.

Go to www.hmrc.gov.uk/forms/vat68.pdf

For more information about taking over a going concern, please refer to VAT Notice 700/9 *Transfer of business as a going concern*.

Voluntary registration

13 Are you applying for voluntary registration because your turnover is below the registration threshold?

Businesses that register for VAT usually do so because either their taxable turnover has gone over the registration threshold sometime in a previous 12 month period, or because they expect it to do so in the next 30 days. We explain these scenarios in more detail at notes 14 and 15.

However, you can apply to register for VAT voluntarily when:

- your turnover does not go over the registration threshold, or
- you intend to trade but your business has not started yet.

If this applies to you, enter the date from which you would like to be registered.

If the date entered is earlier than today, please make sure that it is no more than four years before the date of your application.

Please note that we may ask for evidence from you about the supplies that you are making or intending to make.

Important - the VAT registration date is important. It is a fixed date from which you must account for output tax on all your taxable supplies. HMRC will not change it simply because this is a voluntary registration. Changes to registration dates may be made in exceptional circumstances.

Compulsory registration

14 Are you registering because your taxable turnover has gone over the registration threshold in any past period of 12 months or less?

Taxable turnover for VAT is the total value of your supplies (usually sales of goods and services - see Glossary on page 11) that are taxed at the standard, reduced or zero rate. (The supply of goods and services that are exempt from VAT is not part of your taxable turnover.) A supply (other than an exempt one) is referred to as a taxable supply even if you are not registered.

If the value of your supplies in any past period of 12 months or less has exceeded the VAT registration threshold, you must tick Yes to Question 14.

Important - you must complete and send form VAT1 within 30 days of the end of the month in which your taxable turnover went over the threshold.

You may have to pay a penalty, in addition to any VAT that is due, if you do not register for VAT at the correct time.

Your effective date of registration will be the first day of the second month after your taxable supplies went over the registration threshold. For example, if you went over the threshold on 31 August, you would have to tell us by 30 September and your registration date would be 1 October.

If you also answer Yes to Question 15 your effective date of registration will be the earlier of either the first day of the second month following the date shown in Question 14 or the date shown at Question 15.

Taking the example above, if you are notifying us on 15 September that you went over the threshold on 31 August your registration date would be 1 October. If you answer Yes to Question 15 anticipating that you will exceed the threshold on:

- 23 September (within 30 days from 15 September), then this will be your effective date of registration because it is earlier than 1 October
- 8 October, then your registration date will still be 1 October because it is the earlier of the two dates.

i To find out the current VAT thresholds and rates:

- phone our VAT Helpline on **0300 200 3700**, or
- go to our website at **www.hmrc.gov.uk** and look for *VAT thresholds and rates* within the *Search* facility.

15 Are you registering because you had an expectation on any date that your taxable turnover would go over the registration threshold in the next 30 days alone?

Tick Yes to Question 15 if:

- the value of your taxable supplies you expect to make in the next 30 days mean that you will go over the VAT threshold, or
- at sometime in the past, you expected the value of your taxable supplies to go over the threshold in the next 30 days alone.

This could happen when, for example, a business plans to run an exhibition and anticipates selling so many tickets it expects to go over the VAT threshold. Another example might be a business winning a big contract to supply goods or services, which would mean substantially increasing its planned supplies over the next 30 days.

Important - you must complete and send form VAT1 within 30 days of the day when you first considered you might go over the VAT threshold. This means that you must register before your taxable supplies go over the threshold.

Effective date of registration

Your effective date of registration will be the date you first had an expectation that you would exceed the threshold in the next 30 days. For example, if it is 20 January and you expect to go over the threshold in the next 30 days, you must complete and send form VAT1 by 21 February. Your effective date of registration would be 20 January.

If you have answered Yes to Questions 14 and 15, your effective date of registration will be the earlier of either the first day of the second month following the date you give at Question 14 or the date you give at Question 15.

If you have answered No to Question 14 and Yes to Question 15 your effective date of registration will be the date you give at Question 15.

If you do not expect to go over the VAT threshold

Tick No to Question 15, but keep checking your turnover.

If you work through the form and answer all the questions that apply to you, you may discover that you do not need to register for VAT now, as you have not gone over the threshold. If this happens, please check your turnover regularly, once a month.

Each month look at your answers to questions 14 and 15. Question 14 refers to your turnover in the past. Question 15 refers to your turnover in the future.

If you go over the threshold, you will have to apply to register for VAT. You will only have 30 days to complete and send in your application.

Remember: If you have taken over 'a going concern' and did not need to register at the date of change, you must still include the turnover of that business before the transfer. Make sure that you factor this in when checking your turnover.

As explained at the notes for Question 9, you must obtain the turnover records of the transferred business.

You may need to keep checking your turnover

Exemption from registration

16 Are you registering because you are a non established taxable person making or intending to make taxable supplies in the UK?

From 1 December 2012, businesses without an establishment in the UK are required to register and account for any UK VAT to HMRC if:

- they make taxable supplies in the UK of any value
- they expect to make taxable supplies in the UK in the next 30 days.

A business not established in the UK will be required to register from the earliest of the date that it made or formed an intention to make taxable supplies in the UK in the next 30 days (but no earlier than the 1 December 2012). In either case a non established business has 30 days from that date to notify HMRC that it is required to register for VAT.

17 Do you want to apply for exemption from registration?

You can apply for exemption from registration if your taxable supplies are all or nearly all zero-rated. (Look up 'Zero-rated supplies' in the Glossary on page 11.)

If zero-rated supplies along with standard and reduced rate supplies are involved, you will need to show us that you are going to be in an overall repayment position over the next 12 months. HMRC will consider your application for exemption. In case HMRC does not grant exemption make sure that you answer Question 19. Complete form VAT1 in full so we have information to help us make a decision about granting exemption.

Earlier registration

18 Application for earlier registration

Some businesses may benefit from registering for VAT earlier than the date they become liable to register. For example, you may wish to claim back the VAT you were charged for expenses connected with setting up your business. Subject to certain conditions, you can reclaim VAT on:

- goods you bought for your business within the last four years provided you have not yet sold them
- services you received not more than six months before your registration date.

Enter the date you want to be registered from, if this is earlier than the date you are required to be registered. (But we cannot accept a date earlier than four years from the date you are required to be registered.)

Important - if you ask for an earlier date than the one on which you are obliged to be registered, and HMRC agree to it, you will have to account for output tax on all your taxable supplies from the earlier date. Once we have agreed the date, it cannot be altered later (unless we find out you were liable to be registered from a date earlier than the one we agreed).

VAT repayment

19 Do you expect the VAT on your purchases to regularly exceed the VAT on your taxable supplies?

This question is about whether the business is likely to get regular repayments from HMRC because the taxable supplies are mainly zero-rated.

If you are intending to ask for exemption from registration (Question 17), you should answer this question **now**, in case exemption is not granted.

Your turnover**20 Enter your estimate of your taxable supplies in the next 12 months**

To work out an estimate of your taxable supplies, look at your taxable turnover over the last 12 months.

Taxable turnover for VAT is the total value of your supplies that are taxed at the standard, reduced or zero rate. The supply of goods and services that are exempt from VAT is not part of your taxable turnover. If you are aware of any orders and changes to your business that will affect that turnover, those factors should be reflected in your estimate.

21 Do you expect to make any exempt supplies?

Please refer to examples of exempt supplies on page 10.

22 Do you expect to buy goods from other EU member states in the next 12 months?

If Yes, enter the value of goods you expect to buy in the 12 months following your date of registration.

Do you expect to sell goods to other EU member states in the next 12 months?

If Yes, enter the value of goods you think you will sell in the 12 months following your date of registration.

Do not include the value of any services unless they are directly related to moving goods (for example, commission, freight insurance, and so on).

Applicant details and declaration**23 Applicant details**

HMRC are responsible for the care and maintenance of tax and have a duty to protect the revenue. As a consequence HMRC needs to identify the 'natural person' behind any VAT registration.

The person(s) detailed below must provide their full name, home address, date of birth and National Insurance number (or Tax ID if the applicant is a foreign national). If you provide a Tax ID you must supply 3 items of documentary evidence as proof of identity. These 3 items must be:

- 1 copy of government issued photo identification, such as a passport, photo driver's licence or national identity card, and
- 2 copies of correspondence which includes your name and address, such as a bank/credit card statement or a recent utility bill.

Please send photocopies not original documents as original documentation cannot be returned.

Capacity in which you sign the application**For sole proprietors**

The sole proprietor, that is, the owner.

For partnerships

The full details and signatures of all partners must be provided on a form VAT2. Go to www.hmrc.gov.uk/forms/vat2.pdf
Faxed or photocopied forms are not acceptable.

For corporate bodies

A director or company secretary.

For unincorporated bodies

An official, for example:

- for members' clubs: a secretary or chairman
- for trusts: a trustee or beneficiary
- for professional associations: a president or secretary, or the like.

24 Please use the checklist below.

Checklist

Using this checklist will help you to make sure that you have completed the form correctly and included any other forms and documents we have asked you to send.

If you are not sure what to do, read the notes to the questions, as appropriate, or phone our VAT Helpline on **0300 200 3700**.

Form VAT1 - in all cases

Check that you have:

- 1. included your full name (Question 23)
- 2. included your National Insurance number (Question 23)
- 3. included contact details (Question 23)
- 4. signed and dated the form (Question 24)

Form VAT1 - in some cases

If the business is a corporate body (Question 3)
 Check that you have entered details from the Certificate of Incorporation

If you have given information on separate sheets of paper
 Check that the applicant's name and address is written at the top of each sheet

Check which forms you need to send to HMRC with form VAT1

Form VAT2
 Applies if the business is a partnership (Question 1)

Forms VAT50 and VAT51
 Applies if you answered Yes to Question 4

Form VAT5L
 Applies if the business activities involve land and property (Question 6)

Form VAT1614A
 Applies if you are seeking to opt to tax land or property and can do so without permission

Form VAT1614H
 Only applies if you are seeking to opt to tax land or property but require HMRC permission

Form VAT68
 Applies if you answered Yes to Question 12
 You must complete this form if you are applying to transfer an existing VAT number

Where to send your completed application

Send your completed application form to the following registration units.

For all standard registration applications send to:

Wolverhampton Registration Unit

Crown House
Birch Street
WOLVERHAMPTON
WV1 4JX

For applications to register a VAT group or if you wish to keep the previous owner's VAT Registration Number (where you have answered 'Yes' to Question 12 on the application form) send to:

Grimsby Registration Unit

Imperial House
77 Victoria Street
GRIMSBY
DN31 1DB

Glossary

There are some special terms that we use in relation to VAT. These are the ones you need to know to complete your form VAT1. If you need more help, look at the notes to the questions.

You can find the VAT Notices from our website at www.hmrc.gov.uk Look for the VAT Notice within the *Search* facility.

Corporate body definition

A group of individuals identified by a particular name which acts as a single legal entity.

Included here are:

- Limited companies (and overseas equivalent)
- Companies set up by Royal Charter, Letters Patent or Acts of Parliament
- Limited Liability Partnerships
- European Economic Interest Groupings
- Friendly, industrial and provident societies.

European Union - the following countries are members:

Austria	Greece	Romania
Belgium	Hungary	Slovakia
Bulgaria	Ireland	Slovenia
Croatia*	Italy	Spain
Cyprus**	Latvia	Sweden
Czech Republic	Lithuania	United Kingdom
Denmark	Luxembourg	
Estonia	Malta	* From 1 July 2013
Finland	Netherlands	** Excludes Turkish-controlled Cyprus.
France	Poland	
Germany	Portugal	

Exempt supplies are business supplies that do not attract VAT at either standard, reduced or zero rate. They are not part of your taxable turnover for VAT. If you are registered for VAT and make some exempt supplies, you may not be able to claim back all of your **input** VAT.

Exempt supplies continued

Most supplies of goods and services in the UK are **taxable supplies** unless they are specifically excluded by law - these are exempt supplies.

Examples include:

- some types of selling, leasing and letting land and buildings
- insurance
- betting, gambling and lotteries (but not fruit machine takings)
- providing credit
- certain education and training
- fund raising events by charities
- subscriptions to certain membership organisations
- the services of doctors and dentists
- certain services from undertakers.

Guidance is available on all exemptions in the library section of www.hmrc.gov.uk or by phoning our VAT Helpline on **0300 200 3700**.

Input tax is the VAT you pay on the goods and services you buy to use in the course of your business.

Output tax is the VAT you charge on your taxable supplies.

Reduced rate - these are taxable supplies on which the current VAT rate is 5%. Examples include:

- supplies of domestic fuel or power
- installation of energy-saving materials.

This list is not exhaustive and more information regarding reduced-rated supplies can be found in the library section of www.hmrc.gov.uk or by phoning our VAT Helpline on **0300 200 3700**.

Glossary continued

Standard rate is the rate of VAT for most goods and services.

Supply is the sale of goods or services including barter.

Supply of goods is when exclusive ownership of goods passes from one person to another.

Supply of services is when someone does something for a consideration - other than supplying goods.

Tax liability - if supplies are neither **zero-rated** nor **exempt**, they must be liable to VAT at the **standard** or **reduced rate**.

Taxable supplies - this is a legal term that many people find confusing. In most cases 'supply' simply means the sale of goods or services including barter. The law defines 'taxable supplies' as any supply made in the UK that is not exempt from VAT. That is, any supply, which is not exempt, is a taxable supply, whether the supplier is VAT registered or not. Taxable supplies include those that are zero-rated. A person is not required to account for VAT on taxable supplies that are made at a time when they are not required to be VAT registered and are not VAT registered voluntarily.

Taxable turnover for VAT is the total value of your supplies that are taxed at either the standard, reduced or zero rate. (The supply of goods and services that are exempt from VAT is not part of your taxable turnover.)

For VAT registration purposes, you need to look at the turnover in the last 12 months or less and/or the next 30 days alone.

See form VAT1, Questions 14, 15 and 20.

Transfer of a going concern - if you have taken over a business as a going concern from someone who was, or was required to be, VAT registered, the law deems you to have carried on the business being transferred prior to the transfer for the purposes of establishing when you should VAT register. The law also requires the person transferring the business to give you the records relating to the business being transferred, unless our permission is given that they can keep them; if this happens you should ask for copies of the relevant records, which you must keep for inspection.

Unincorporated body is an organisation of people or bodies whose members have a common purpose, which has an existence independent of its members. For example, clubs, associations, and so on. See form VAT1, Question 3.

Value Added Tax (VAT) is a tax on consumer expenditure. Registered businesses charge VAT when they supply their goods and services in the UK. (VAT is also charged on goods, and some services that are imported from places outside the European Union (EU) and on goods coming into the UK from another EU member state.)

VAT group - a VAT group allows two or more corporate bodies to be treated as a single VAT entity. Within the group, there will be a Representative Member who is responsible for accounting for the VAT of the whole group. See VAT Notice 700/2 *Group and divisional registration* for more details.

Zero-rated supplies - applies to supplies such as food, books, newspapers and young children's clothing. This list is not exhaustive and further information regarding zero rates can be found in the library section of www.hmrc.gov.uk or by phoning our VAT Helpline on **0300 200 3700**.

About HMRC

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/hmrc/your-charter

How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so.

Complaints

For information about our complaints procedures go to www.hmrc.gov.uk and under *Quick links* select *Complaints & appeals*.