



VAT CERTIFICATE OF DECLARATION

for electricity and gas accounts – one form per fuel, per property

THIS FORM CONTAINS 2 PAGES

Easy methods to complete this form

- 1 Type your details directly into the fields provided in this PDF file, then submit automatically by email, by selecting the **SUBMIT** button on page 2 *or*
- 2 Type your details directly into the fields. Simply save the completed form using the **SAVE** button on page 2 and send to us manually as an attachment by email to: mbvatcertificates@edfenergy.com *or*
- 3 Simply print off the form in black & white, enter your details as normal (black ink) and send to us by fax or post.

To speak to a member of your Customer Services team, please call them using your dedicated team hotline. You can find this number at the **top of your bill**. If you haven't had a bill from us yet, or can't find it, please call our general Customer Services number on **0845 366 3664**.

Fax: 01392 813 669 **Email:** mbvatcertificates@edfenergy.com **Postal address:** See page 2

Note: all fields marked with * are mandatory.

Please complete as many fields as possible to help us process your declaration more efficiently.

Customer declaration certificate

Certificate to EDF Energy in respect of premises qualifying for the reduced rate of VAT

Step 1 – Business or customer details

Customer account number:

* Business or customer name:

*Address of qualifying premises:

VAT registration number (if registered):

Please give your charity commission registration number (if you have one):

Please tick fuel type relevant to this declaration

Electricity

Gas

Meter details

Please provide the MPAN or MPRN number(s) relevant to this declaration. If you require additional space, please use the "details of claim" box overleaf. Please remember that one form, per fuel, per property is required.

Electricity MPAN numbers

Gas MPRN numbers

Please give details of the basis of your claim on the next page



VAT CERTIFICATE OF DECLARATION

for electricity and gas accounts – one form per fuel, per property

Step 2 – Details of claim

*Percentage of total consumption qualifying for the reduced rate of VAT:

% (to the nearest whole number)

*Reason for claim. Please tick appropriate box:

Domestic use Charitable non-business use

***Please enter details of the basis of your claim here (including any additional MPANs or MPRNs relevant to this claim).**

Please tick the appropriate box

- Domestic use:** Solely for my own personal domestic use.
- Domestic use:** Solely for domestic use by a third party e.g. landlord's supplies, either single or multiple occupancy or to communal/public ways, job-related accommodation, etc.
- Residential home:** For long-term residential care, hospice care.
- Combined business and domestic use:** Please specify below.
- Charitable non-business use:** Please provide brief details below about the type of non-business use or non-business funding upon which this declaration has been based. Please note that without this supporting information, we may have to return the certificate to you for further clarification (as per HMRC guidelines).

Step 3 – Customer declaration

If you are filling in this form electronically, please note your acceptance of the following statements by placing a tick in the appropriate boxes:

- I certify the information given is correct and complete Yes No
- I undertake to inform EDF Energy of any change in circumstances Yes No
- I understand that any incorrect statement may make me liable for a financial penalty under the Value Added Tax Act 1994 (as amended from time to time). Yes No

Signed:

*Date:

enter as DD MM YYYY

Note: Signatures are only required on forms which are submitted by fax or post. If you are submitting this form electronically you may be asked to supply a signature at a later date.

*Full name of signatory:

*Position in organisation:

*Contact telephone no.

Completed instruction

Postal or fax applications

Fax: **01392 813 669**

VAT Declaration Section

VAT Department

EDF Energy

Freepost 3814, London, WC1V 6AJ

To **Email manually** and save the file, please use the **SAVE** button below and send as an attachment file mbvatcertificates@edfenergy.com

SAVE

To **Email automatically** as a completed attachment file, please use the **SUBMIT** button below.

SUBMIT