

VAT Certificate of Declaration

For large business customers



Customer declaration certificate

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

Please note: as the percentage of qualifying use can vary between energy supplies to the same site, a separate form is required per fuel, per account. All sections (A, B, C) must be completed.

If the certificate is not fully completed, we may have to return it to you for further clarification.

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**.

Submitting your completed declarations

You can choose to type your details directly into the fields provided in this PDF file and send automatically by email or choose to send by fax or post. The submit details can be found on page 2.

Note: all fields marked with * are mandatory.

A. Business or Customer Details

*Business or customer name

Customer Account Number

*Address of qualifying premises:

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|-----------|
| |
| |
| |
| Postcode: |

VAT registration number (if registered)

Charity Commission Registration Number (if you have one)

B. Supply Details & Qualifying Use

Please provide the MPAN or MPRN number(s) relevant to this declaration. If you require additional space, please use the "Details of claim" box page 2.

Please remember that one form, per fuel, per property is required.

NB: you must be able to demonstrate to HMRC (if required) that the percentage(s) on which you are claiming the reduced rate of VAT is for a valid qualifying use.

*Please tick fuel type relevant to this declaration

☐ Electricity ☐ Gas

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

 % (to the nearest whole number)

Electricity MPAN numbers

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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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Gas MPRN numbers

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Continues ►

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C. Basis of Claim

* 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**

Please provide below, further information on the type of domestic use

☐ Solely for my own personal domestic use.

☐ Solely for domestic use by a third party, such as:

- landlord's domestic supplies, either single or multiple occupancy, or internal communal areas
- job-related accommodation
- self-catering holiday accommodation

☐ Residential home or hospice care

☐ Combined business and domestic use

☐ **Charitable non-business use**

Please ensure that your Charity Commission Registration Number has been entered in Box 5 overleaf, or confirm your charitable status in the space below.

Please also confirm below, the type of non-business activity and non-business funding e.g. grants, financial donations, voluntary contributions, etc., upon which your declaration has been based.

Under HMRC guidelines, without this supporting information, we may have to return the certificate to you for further clarification.

Any supporting information

Effective date for relief:

| | | | | | |
|-----|--|-------|--|------|--|
| Day | | Month | | Year | |
|-----|--|-------|--|------|--|

Please note that we can only apply VAT relief to bills issued by EDF Energy within the past 4 years.

D. Declaration

*Signed

*Full name of signatory (CAPITALS)

*Date

| | | | | | |
|-----|--|-------|--|------|--|
| Day | | Month | | Year | |
|-----|--|-------|--|------|--|

Position in organisation

*Contact telephone number

NB: 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.

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 that the information given is correct and complete.
- ☐ *I undertake to inform EDF of any change in the qualifying use.
- ☐ *I understand that any incorrect statement may make me liable for a financial penalty under the Value Added Tax Act (as amended from time to time).

The personal data submitted on this form will be processed in accordance with the Data Protection Act. Further information can be found in our privacy notice at edfenergy.com/yourprivacy

Completed instruction

By post

Freepost
VAT Team

By email

To send us your completed form by email please first save this file to your computer. Then attach this file to an email and send to VAT-CCLcompliance@edfenergy.com