

Phone

8:00AM-17:00PM Monday -Friday

Fax

Web www.gov.uk

Date 29 January 2019
VAT number 286 2355 81

Dear Sir or Madam

VAT registration number: 286 2355 81

We've been advised that your bank account details have changed.

We can't accept the information given because the bank details given aren't in the name of the incorporated company.

We need you to confirm your bank account details. Please fill in the enclosed form VAT 25 and send it to the address shown on the form.

We can only make repayments to the legal entity or to the trading name we hold on file.

If you wish to provide new bank details in the legal entity or trading name that is registered for VAT, please complete the form VAT 25.

If you don't have a bank or building society account in the legal entity or trading name, please confirm this on the form VAT 25. We'll then remove any bank details which are currently held on the VAT register.

Or, you could give us the information online, go to www.gov.uk/vat-registration/changto-your-details

If you need to send evidence, you can only send this by post. Please put your VAT registration number on all of the documents and send them with the VAT 25 to the address on the form.

By law, you need to tell us of any change to your VAT registration details. This is because this information helps us to maintain an accurate and up to date VAT register.

We'll only change the bank account details on the VAT register when you tell us online or we receive the correctly signed form VAT 25.

More information

If you have any further queries, you can:

- go to www.gov.uk/vat-registration

Information is available in large print, audio and Braille formats.
Text Relay service prefix number – 18001

