

VAT Declaration Certificate Help Guide

This guide is to assist with the completion of the UGP VAT Declaration Certificate.

1. Business Details

Company name:	Registered company name in full
Account/reference number:	Your unique 5-digit reference number starting with a "7" that can be found on any correspondence from UGP or invoice.
Contact name:	Account holders name
Telephone number:	Of the above-named person
E-mail address:	Of the above-named person

Address of qualifying premises:	Address of business (if different from site):
This is the address of where the METER is located	Click or tap here to enter text.
Telephone number:	Telephone number:
Click or tap here to enter text.	Click or tap here to enter text.

Nature of business:	Eg, Charity / Residential Care / Church
VAT registration number (if registered):	Click or tap here to enter text.
Registered charity number (if applicable):	Click or tap here to enter text.
Effective date:	To be the start date of the qualifying period

Meter details:	You can find your MPAN or MPRN on any correspondence from UGP or invoice
<i>Please provide the MPAN(s) or MPRN(s) relevant to this declaration. If you need additional space, please attach a separate sheet signed and dated by the same person completing this form. Please note that one form per fuel, per property is required.</i>	

2. Details of Your Claim

Percentage of total consumption qualifying for the reduced rate of VAT and exclusion form CCL:

Click or tap here to enter text. % (to the nearest whole number)

Classification of claim (please tick):

Domestic use: Charitable non-business use:

Reason for claim (Please tick):

Domestic use; solely for my own personal domestic use

Domestic use; solely for domestic use by a third party e.g. land-lord's supplies, single/multiple occupancy etc.

Residential home; long-term residential care, hospice care

Combined business/domestic use (please give details below)

Charitable non-business use (please give details below)

Please use the box below to outline further details of the basis of your claim. You can refer to our VAT & CCL guidance document for further information.

Click or tap here to enter text.

I certify that the information given on this form is correct and complete and will remain valid until I inform United Gas & Power that there had been a significant change in circumstances. I understand that any incorrect statement may make me liable to a financial penalty under the VAT Act 1994.

Signature (please print and sign this form):

Date:

Click or tap to enter a date.

Full name:

Click or tap here to enter text.

Position:

Click or tap here to enter text.

Telephone:

Click or tap here to enter text.

NB: Any incomplete VAT declarations may result in a delay of the reduced VAT rate being applied to your account; and we will continue to bill you at the higher rate of 20%.