

Customer Declaration Certificate

Certificate to EDF Energy 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 and D)** must be completed. If the certificate is not fully completed we may have to return it to you for further clarification.

1 Account number (if known)

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A. Customer/Property details

2 Customer name

Contact tel no:

3 Address of qualifying premises

Email:

4 VAT registration number (if you have one)

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5 Charity Commission Registration Number (if you have one)

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B. Supply Details & Qualifying Use

6 Fuel type

A separate declaration certificate is required per fuel, per account.

Please tick fuel type relevant to this declaration Electricity ☐ Gas ☐

7 Qualifying details

Details can be found on your bill. If there are more than 2 meters on an account, additional meter numbers and the qualifying percentage(s) for each should be provided on a separate certificate.

Meter number (Electricity MPAN or Gas MPRN)

Percentage of total consumption qualifying for the reduced rate of VAT

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% (to the nearest whole number)

Meter number (Electricity MPAN or Gas MPRN)

Percentage of total consumption qualifying for the reduced rate of VAT

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% (to the nearest whole number)

Please note: 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.

certificate continued overleaf

C. Basis of claim

8 Reason for claim

Please tick/complete the appropriate boxes below to confirm the type of qualifying use upon which your declaration has been based.

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

D. Declaration

9 *Signed

11 *Full name of signatory

10 *Date

12 Position in organisation

13 *Contact telephone number

NB: Signatures are only required on forms which are submitted by 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 Energy of any change in 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

VAT-CCL Compliance Section,
EDF Energy, Freepost,
Admail ADM3814,
LONDON, WC1V 6AJ

By email manually

Save the file and send it as a completed attachment, to:
VAT-CCLComplianceSection@edfenergy.com

By email automatically

The completed form can be sent as an attachment file, please use the SUBMIT button below

SUBMIT FORM