



VAT refunds for DIY builders and converters

1

Date stamp

Serial number of claim

Part 1: Claim form

This part must be filled in by the person making the claim. This form makes its own carbon copy. Please write in BLOCK LETTERS in black ball point pen. If you make a mistake, cross it out, insert the correct details above it and initial the alteration.

1. Your full name

2. Name of occupant of dwelling (if different)

3. If you are claiming on behalf of a charity: Name of charity

4. Your status (eg Secretary, Director, duly authorised person)

5. Address of building you are claiming for

Postcode

6. Your address (if different from 5)

Postcode

7. To which above address should the refund be sent?

(✓) Your daytime telephone number

5	6
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8. If you are claiming for a dwelling or relevant residential building, is it:

a new build

a conversion

9. If it is a conversion, has the building which you have converted been used as a residential building since 1 April 1973?

Yes

No

10. Date of completion
Day Month Year

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11. Date of occupation or use
Day Month Year

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12. Is your claim only for goods to fit out or finish off the building? (paragraph 3.8 of Notice 719)

(✓) Yes No

13. Do you or anybody connected with this claim have an interest in or association with a VAT registered business?

(✓) Yes No

14. If **yes**, please give VAT registration number

15. Details of interest or association

Summary of Parts 3 & 4	£	p
Total amount of VAT claimed on Part 3 (Taken from 'VAT paid' column of Part 3)		
Total amount of VAT claimed on Part 4 (Taken from 'calculated VAT' column of Part 4)		
Total amount claimed		

I declare that I have read and met the conditions listed overleaf.

Signature of person making the claim Date

WARNING: THERE ARE HEAVY PENALTIES FOR MAKING FALSE CLAIMS

Declaration

I declare that:

- I have read Notice 719;
- all the entered details and information on this form and any accompanying documents are correct;
- planning permission has been granted for the building described in Part 2;
- I am only reclaiming VAT which was correctly charged to me and which I paid on goods I imported or bought from a VAT registered supplier;
- for charity buildings: the building described in Part 2 is to be used solely for the purposes of the charity named in box 3;
- no other claim has been or will be made for these supplies and where the purchase of goods and materials has been invoiced to my VAT registered business, I have not and will not claim this VAT through my VAT return.

N.B. YOU MUST ENSURE THAT YOU HAVE READ THE ABOVE DECLARATION *BEFORE* SIGNING THIS FORM



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Summary of Parts 3 & 4 table with columns for Total amount of VAT claimed on Part 3, Total amount of VAT claimed on Part 4, and Total amount claimed.

Table with columns for T/Type, R, R, P, Series, Desc.type, 0, 1, Cost Centre, Document number, Reference, Account, Amount, Add transactions to P/O total?, Create P/O?, Payable Order details, P/O number.

Payment authorised Date

For official use

This part makes its own carbon copy. Detach the first page before you fill in the details below.

LVO

COLLECTION

ACCOUNTS

SECTION

1. ~~State~~ **State** eligibility confirmed.

Signature
(officer)

Date

2. ~~Payment to~~ - (see S.8-31 Table 3)

Name

Amount claimed £	LVO stamp
Amount disallowed £	
Amount passed for payment £	

Authorising officer

Name

Signature

Grade

CAS serial number []	CAS stamp
Final amount repaid £	[]
Authorising officer's initials	
Date	