



**Business**

## VAT declaration – electricity

### Declaration made to npower Business in respect of premises qualifying for VAT at the reduced rate

For more information and guidance on whether your organisation qualifies for relief, please visit HMRC's website: [gov.uk/hmrc](http://gov.uk/hmrc)

*This form contains 2 pages*

Please read the points below, and provide as much detail as possible when completing this form. If information is not provided, it may delay the processing of your request.

- For multiple Meter Point Administration Numbers (MPANs) under the same premises, please list additional MPANs in the table below. You can find the MPAN on your invoice.
- Please complete a separate form for each type of fuel, and for each premises. Alternatively you can provide one form per fuel and an accompanying spreadsheet with all of the premises level details.
- If a spreadsheet is used, it must contain all of the details and information requested on this form. Once completed, both the spreadsheet and form must be sent to npower at the same time.
- The effective date of the claim cannot be earlier than the registered start date with npower for this premises. If an earlier date is shown, the relief will only be applied from the start date with npower.
- Any visible corrections to this form must be initialled by the signatory before sending.
- Once you have completed the form, please return it to the email / postal address at the bottom of page 2.

*All fields marked as \* are mandatory*

### Customer or business details

<b>Customer or business name *</b>	
<b>Address of qualifying premises *</b>	
<b>Type of business</b>	

<b>MPAN (Meter Point Administration Number) *</b>		<b>Account number</b>	
<b>VAT registration number (if registered)</b>		<b>Registered charity number (if registered)</b>	

<b>Additional MPANs for this premises</b>
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### Details of your claim

<b>What percentage of the total consumption qualifies for the reduced rate of VAT? *</b> To the nearest whole number not exceeding 100%	%
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<b>Date from which the % should be applied *</b> A valid declaration can only be backdated for a maximum of 4 years from the date that it is processed	DD / MM / YYYY
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### Basis of your claim \*

Please tick appropriate box

<input type="checkbox"/>	<b>Domestic use:</b> Solely for my own personal domestic use	<input type="checkbox"/>	<b>Domestic use:</b> Other qualifying use <i>Please provide further details</i>	<input type="checkbox"/>	<b>Residential home:</b> For long-term residential care, hospice care
<input type="checkbox"/>	<b>Combined business and domestic use</b> <i>Please provide further details</i>	<input type="checkbox"/>	<b>Charitable non-business use</b> <i>Please provide further details</i>	<input type="checkbox"/>	<b>Qualifying educational establishment</b> <i>Please provide further details</i>

To help us process your claim, please provide further details about your business, charity or school etc. in the box below and explain in detail why you believe your premises qualifies for the reduced rate of VAT. Please note that if there is insufficient information to process your form, there may be a delay in applying the relief to your account, and we may have to return this form to you for clarification.

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### Customer declaration

*If you are completing this form electronically, you will need to print it and sign the declaration below before sending it back to us.*

**By signing this form I certify that the information I have provided is correct and complete. I undertake to inform npower if there is any change in the circumstances which affect the information provided. I understand that any incorrect statement may give rise to the imposition of a financial penalty under the VAT Act 1994.**

**I acknowledge that I may be contacted by npower to provide clarification if required and that the relief will only be applied when the processing of this form has been completed.**

<b>Signature</b>	<b>Print name</b>	<b>Date</b>
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<b>Position in organisation</b>	<b>Organisation</b>
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*If signing on behalf of the customer, an LOA with the customer's authority for you to sign VAT Declarations on their behalf will be required*

<b>Email address</b>	<b>Phone number</b>
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**Please return this form plus any additional information/attachments to:**

**SAPbillingHull@rwe.com** or post to: npower Business, PO Box 583, Hull HU5 1YU

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