

Date
LGN0092

Dear

Account Number:

Important information about your Gas/Electricity Supply

To ensure that we comply with current VAT and Tax regulations in respect of the energy we are supplying to the above premises, please complete and return the enclosed form.

Under current VAT and Tax legislation you are required to notify us if the energy we supply to you is used for business purposes. To establish whether your supply is for business or domestic purposes please complete the form below and return to us. Please note that you may be liable for a penalty under VATA 1994 if you make an incorrect declaration.

Failure to return this information will affect the way in which your account is billed and could affect the price which we charge you for your energy.

Yours sincerely



Michael Richards

Customer Service Manager

Please answer the questions below by ticking the appropriate box.

1. The above premises are (a) Domestic only (i.e. a Flat or House used wholly for domestic purposes); or
 (b) Commercial (e.g. Offices or Retail)
 (c) Mixed use (i.e. a mixture of Commercial and Domestic); or
 (d) Charitable non-business use
2. If you have ticked (a), (c) or (d) above (showing Domestic, Mixed or Charitable non-business use) please complete the attached VAT Declaration Certificate stating the percentage of use.
3. If you have any exemption under Climate Change Levy legislation please attach a copy of your PP11 suppliers certificate to the enclosed VAT Declaration Certificate.

Signature: _____

Name: _____

Account Number:

VAT DECLARATION CERTIFICATE

Please complete if any part of your property is used for Domestic use

Contact: _____

Tel: _____

1. Address of premises:	
2. Type of premise used for gas / electricity supply: (e.g. house, flat , shop, charity etc – if a combination, please state)	
3. Customer Account Number:	
4. Customer M Number:	6. Customer S Number:
5. Percentage of gas used for Domestic / Business / Charity (non-business) purposes to nearest 1% %/ %/ %	7. Percentage of electricity used for Domestic / Business / Charity (non-business) purposes to nearest 1% %/ %/ %

If you are a charity, please provide your Charity Registration Number:

I certify that the information given above is correct and complete. I undertake to inform the Utility Warehouse if there is any significant change in the circumstances.

I understand that any incorrect statement may make me liable to a financial penalty under VATA 1994.

Signature: _____

Name: _____

Date: _____