



Cancelling your VAT registration - form VAT7

Insolvency Practitioners (IPs) are sending HMRC numerous different versions of the VAT7 postal form and this is causing problems.

Which form to use

The only VAT7 form that should be used (or replicated exactly) is VAT7 v1.3. This form is located on GOV.UK via the Insolvency (VAT Notice 700/56) Public Notice - [Cancel your VAT registration](#)

Using an incorrect version causes many problems. Forms are

- being sent to incorrect addresses
- not being received
- not recognised by our scanning system and being rejected
- not being scanned correctly - the layout of the forms isn't the same
- being captured incorrectly and information is wrong
- being rejected
- taking longer to reach the relevant HMRC department.

What to do with the form VAT7

The final page of the print and post form states:

What to do now

Print this form - Click the 'Preview' button to create a copy to print and post. Please ensure that you check your form carefully before you click 'Preview'. If you make any changes afterwards, you must click 'Preview' again to create a new copy with the changes included.

Send the form to HMRC.

Where to send the form

Please send the completed form to: **BT VAT, HM Revenue & Customs. BX9 1WR**

VAT7 forms **MUST** only be sent to this address. A Royal Mail re-direction is currently in place for VAT7 forms sent to HMRC's previous Grimsby address. When the re-direction expires all mail sent to this address will be returned to sender.

If you have any questions about this Insolvency Bulletin, please direct them to R3 or your representative group who will take them forward with HMRC.