



## VAT Certificate Declaration – Charity non-business use

A VAT Certificate Declaration must be submitted for each site/premises that qualifies for reduced rate VAT relief. Please include all meters at the site/premises.

If we are not informed of any entitlement to reduced rate VAT relief, subject to any supplies that qualify for the relief through de minimis consumption, sites will be charged at the standard rate of VAT.

Please complete this VAT Certificate Declaration and email it to [customerdata@engie.com](mailto:customerdata@engie.com) or post to the address at the bottom of this form. Please be aware if the information is incomplete and cannot be validated there may be a delay in the relief being applied to your invoices.

<b>Customer name &amp; address</b>	<b>Qualifying site/premises name &amp; address</b>
<b>Charity number</b>	<b>All meter references</b> <small>MPAN (Electricity) or MPRN (Gas)</small>
<b>Fuel type</b> <small>(Dual fuel customers should tick both boxes - include all meter references)</small>	
<input type="checkbox"/> Gas <input type="checkbox"/> Electricity	
<b>Date VAT relief applicable from</b> <small>(Please note this cannot be earlier than your supply start date)</small>	<b>VAT registered: Yes – Y and No – N</b> <small>(If Y please provide VAT number, if N please add N/A)</small>

Please select the option below to advise the reason the site/premises qualifies for VAT relief.

1) Place of worship

2) Qualifying school (please tick the appropriate box below).

Free school      Academy school      Voluntary/grant maintained school      Faith school

Foundation/foundation special needs school      Self governing school      Further & higher education college

3) Hospice

4) Community centre (free use)

5) Museum (free entry)

6) Other – please specify below:

Please declare the percentage of energy use which qualifies for the reduced rate of VAT. If the site/premises engages in both business and non-business activities, only the percentage of qualifying non-business use can be declared.

Gas – % of the energy usage which is for charity non-business use

Electricity – % of the energy usage which is for charity non-business use

**Declaration:**

I confirm that, by signing this VAT Certificate Declaration, I have read the ['VAT Certificate Declaration – Further Information'](#) and the information provided above is accurate. I also confirm that the site/premises specified on this form is using the percentage declared above for charitable non-business use.

If there is a change to the qualifying use percentage, I confirm that I will submit a new VAT Certificate Declaration.

You should retain a copy of this VAT Certificate Declaration and related calculations, schedules and any other relevant documents, so that HMRC can see these if required. Anyone providing an incorrect VAT Certificate Declaration may be liable to a financial penalty.

Signature

Please print name

Position

Company name of person who is signing

Email address

Date signed (DD/MM/YY)

We must have an appropriate letter of authority (LOA) in place to accept a VAT Certificate Declaration from a broker/third party intermediary (TPI). This must be submitted with the VAT Certificate Declaration.

Please note HMRC rules govern that we cannot retrospectively apply VAT relief beyond 4 years from the date this VAT Certificate Declaration is processed. Any back dated relief will be applied subject to our discretion.

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