

### About the business

Business name and address

Name
Address
Postcode

Phone number

VAT Registration Number *If known*  

### Annual Accounting Scheme

I would like my annual accounting year to end on the last day of *please state month*

### Flat Rate Scheme (FRS)

Tell us your main business activity.

Use one of the trade sectors from the table in Notice 733  
*Flat Rate Scheme for small businesses*


Enter the flat rate percentage that  
you will use for this trade sector. •  %**I wish to use the FRS from the beginning of my next  
accounting period.**If you wish to use the FRS from another date, specify the date  
*DD MM YYYY*  

### Method of payment

Enter X to tell us how you would like to make your  
interim payments.Monthly  Quarterly 

Enter X to tell us how you would like to pay.

Bacs  Direct Debit Bank Giro Transfer  Standing order CHAPS If you choose to pay by Direct Debit provide details  
of your bank account and enclose form VAT623 *Instruction  
to your bank or building society to pay by Direct Debit.*

Sort code

 -  - 

Account number

**Declaration** The information given on this form is true and complete.I am eligible for the Annual Accounting Scheme and the  
Flat Rate Scheme.I will notify HM Revenue & Customs of any changes in  
circumstances which affect my eligibility for the schemes.

Name

Signature

Date *DD MM YYYY*  **What to do next** Send this completed form and supporting form VAT623 (if applicable) to  
HMRC National Registration Unit, Imperial House, 77 Victoria Street, Grimsby, Lincolnshire DN31 1DB.