

MCC Partners

Accountants & Business Advisers · 1A Saddington Street, Gravesend, DA12 1ED

VAT Registration Form

New Client VAT Registration Details

Please complete this form so we can register your business for VAT and act as your VAT agent. Fields marked * are required. If you are unsure of any answer, leave it blank and we will help.

Key VAT facts (2025/26)

- Registration is compulsory once taxable turnover exceeds £90,000 in any rolling 12-month period, or if you expect to exceed £90,000 in the next 30 days.
- You must notify HMRC within 30 days of the end of the month in which you crossed the threshold. The effective date of registration is the 1st of the second month after crossing.
- Voluntary registration is available below the threshold and can be beneficial in some cases — we can advise.
- All VAT-registered businesses must keep digital records and file returns using MTD-compatible software (Making Tax Digital for VAT).

1. Client Details

Client / Business name *	
Completed by *	
Date *	DD / MM / YYYY

2. About the Business

Legal structure *	Sole trader / Partnership / Limited company / LLP / Other
Trading name (if different)	
Company registration number	Limited companies / LLPs only
Business / Company UTR *	
National Insurance number	Sole traders / partners
Registered office / principal place of business *	
Nature of business / main activities *	
Trade / SIC classification	
Date business began trading	DD / MM / YYYY
Business email *	
Business telephone	

3. Reason for Registration

Reason for registering *	Exceeded £90k threshold / Expect to exceed in next 30 days / Voluntary / Taking over a going concern / Other
If compulsory: month the threshold was exceeded	MM / YYYY
Taxable turnover in the last 12 months	£
Estimated taxable turnover in the next 12 months *	£
Required / desired effective date of registration	DD / MM / YYYY
Do you want to backdate the registration? ☐ Yes ☐ No If yes, from when? _____	

4. VAT Scheme

Preferred VAT scheme *	<i>Standard / Flat Rate / Cash Accounting / Annual Accounting / Not sure – please advise</i>
If Flat Rate: business sector / trade	
Do you make any zero-rated, exempt or partially exempt supplies? ☐ Yes ☐ No <i>If yes, give details in section 7.</i>	
Do you trade with businesses or customers outside the UK? ☐ Yes ☐ No <i>Imports / exports / EU</i>	
Do you sell digital services to consumers? ☐ Yes ☐ No	

5. Making Tax Digital (MTD) for VAT

What bookkeeping software do you use? *	<i>Xero / QuickBooks / Sage / FreeAgent / Spreadsheets / None / Other</i>
Are your records currently kept digitally? * ☐ Yes ☐ No	

6. Payment & Bank Details

Would you like to set up a VAT Direct Debit with HMRC? * ☐ Yes ☐ No	
Bank name	
Account name	
Sort code	__ - __ - __
Account number	

7. Agent Authorisation

Do you authorise MCC Partners to register you for VAT and act as your VAT agent? * ☐ Yes ☐ No <i>We will send you a digital authorisation request to approve.</i>	
---	--

8. Additional Notes

Anything else we should know?

Declaration

I confirm that the information given on this form is correct and complete to the best of my knowledge, and I will notify MCC Partners of any changes.

Signed *	
Print name	
Date *	<i>DD / MM / YYYY</i>