



Please read Notice 454 and the notes overleaf before completing this form. Notice 454 and further advice are available from the VAT, Excise and Customs Duties advice line on 0845 010 9000 (textphone 0845 000 0200). Make sure that the completed form and licence are received by the Greenock Accounting Centre (address overleaf) before the date that you want the surrender to become effective. The application cannot be backdated.

Details

Licence number see aside for special licences
Licence duration months
Expiry date DD MM YYYY
VAT/TURN number of applicant if applicable
Number of special licences surrendered
If more than one special licence is surrendered, list the licence numbers and expiry dates on a separate piece of paper and attach it to your application.

Address of premises only applicable to premises licence
Name and address to which refund is to be sent
Postcode

Declaration

I apply for a refund of duty. I enclose the original licence(s) on which I claim the refund.
Full name capital letters
Date DD MM YYYY
Signature
Phone number including STD code
This application must be signed by you. A photocopy of your signature will not be accepted.

For official use
Licence enclosed
Licence requested
Date licence received/effective surrender date
Authority given to refund the amount of
Signature
Grade
Post Opening Serial Number (POSN)
Issued by

Notes

Important

You must:

- enclose the licence being surrendered with this application. The amount of refund depends on the number of whole months remaining from the date the licence is received at Greenock Accounting Centre (GAC).
- sign the declaration - a photocopied signature will not be accepted.

General

A refund will only be allowed if the licence has at least one month to run from the date of receipt at GAC.

Make sure that the completed form and licence reach GAC before the date that you want the surrender to become effective. The application cannot be backdated.

If you surrender a licence that was taken out under the instalment payment (Direct Debit) arrangements, the instalments paid will normally be less than the surrender value. We will collect any underpayment by Direct Debit from your bank or building society.

When completed return this form and the accompanying original licence to:

Greenock Accounting Centre
HM Revenue and Customs
Custom House
Greenock
Renfrewshire
PA15 1EQ.

Phone 01475 726331

Fax 01475 787162.

Warning: It is an offence to provide unlicensed machines for play.