

Renewal reminder to get a tax disc
or
make a Statutory Off Road Notification (SORN)
Do it online at www.direct.gov.uk/taxdisc

V11



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PAUL LISEWSKI
40D GLEDSTANES ROAD
LONDON
W14 9HU



Don't apply before 5 March 2013

Your tax disc or SORN for your vehicle will run out on 31 March 2013

You must either:

- tax your vehicle
- tell us you are keeping your vehicle off the road (SORN), or
- tell us you no longer have the vehicle (see over the page)

between 5 March 2013 and 31 March 2013,
or you could be fined or have your vehicle seized or crushed.

Your **REFERENCE NUMBER** for LC05 BYJ
to tax or SORN online or by phone is:

1114 4643 8271 9473

Taxing

Tax online at www.direct.gov.uk/taxdisc or phone **0300 123 4321**.

- You need the reference number above. Your address shown above must be correct. This is where we will send the tax disc. If your address is different, see over the page.
- An electronic check of your insurance, MoT or GVT will be made.
- You can pay by debit card or credit card. There is a £2.50 fee for paying by credit card, but no fee for paying by debit card.

You will have an extra five working days to display your old tax disc if you tax your vehicle online or by phone on or before 31 Mar 2013

Tax at a Post Office® branch. You will need:

- this renewal reminder form
- a certificate of insurance or cover note (downloaded copies are acceptable, photocopies are not)
- an original MoT or GVT Certificate (if your vehicle needs one)
- payment – if applicable (Cheques made payable to Post Office Ltd. Credit cards are not accepted).

SORN – valid for 12 months unless you tax, sell or transfer your vehicle within that time

If you do not tax your vehicle, you must keep it off the road and tell us by making a SORN.

SORN online at www.direct.gov.uk/makeasorn or phone **0300 123 4321**.

To renew or make a SORN you need the reference number above. There is no fee for making a SORN. If you make a SORN online you will get confirmation as you complete your transaction. If you make a SORN by phone we will send you an acknowledgement within four weeks.

For more information on SORN go to www.direct.gov.uk/sorn

Do not take this form to a DVLA local office

For Post Office® use only



8269 0901 1144 6438 2719 4730

Vehicle registration number: LC05 BYJ

Validation character: R

Make: **TOYOTA**
Engine capacity/CO2: **104 G/KM**
Tax class: **ALTERNATIVE FUEL CAR**
Test certificate:

AN APPROPRIATE MOT TEST CERTIFICATE

THE RATES OF DUTY WERE CORRECT AT THE TIME
OF PRINTING. A DIFFERENT RATE MAY APPLY
FOLLOWING ANY BUDGET STATEMENT.

**Your current tax disc or SORN
runs out on:** 31 March 2013

**If you want a tax disc, how
long do you want it to run for?**

6 months

☐

12 months

☒

£10.00

SORN

☐
☐
☐

Please put a
cross (X) in the
appropriate
box

From 18 November 2012 vehicles manufactured or registered
before 1 January 1960 will no longer need an MoT.

If you do not need a Goods Vehicle Test
Certificate (that is, your vehicle is 'exempt')
put a cross (X) in this box.



You still have the vehicle

your address has changed

If you have not told us your new address, **you can only use this form at a Post Office® branch that issues tax discs. You cannot use your vehicle or make a SORN online or by phone as we could send the tax disc or SORN acknowledgement letter to your old address.**

you must tell us about your new address.

Fill in your registration certificate (V5C), commonly called a logbook, with your new address and send it to the address shown on the V5C.

If you do not have a V5C you will need to apply for one using an 'Application for a vehicle registration certificate' (V62).

You can get this from www.direct.gov.uk/motoringforms or at a Post Office® branch that issues tax discs. You should receive the V5C within four weeks.

Please remember to change the address on your driving licence.

You can do this for free online at www.direct.gov.uk/changeofaddress or send both parts (the photocard and paper counterpart) to DVLA, Swansea SA99 1BN.

If you want to change your vehicle's tax class to disabled

If you want to tax your vehicle and need the tax class changed to 'disabled', you will not be able to do this online or by phone. You must go to a Post Office® branch that issues tax discs. Take your full V5C, the necessary documents listed over the page and your original exemption certificate. Once the changes have been made, you can tax online or by phone next time.

If you have already used this form to tax but you are now taking your vehicle off the road (SORN)

You can't use this form or the reference number again. To make a SORN and claim a refund on your tax disc fill in an 'Application for a refund of vehicle tax when you have the tax disc' (V14). You can get this form from www.direct.gov.uk/motoringforms or from the Post Office®.

If you have made a SORN and now need to tax the vehicle

Use your V5C to tax online, by phone or at a Post Office® branch that issues tax discs.

If you can't tax on time

We accept that it is not always possible to tax your vehicle on time, for example, when getting an MoT or insurance for your vehicle. By law, you as the registered keeper will not be committing an offence if you tax the vehicle or make a SORN within 14 days of the date your current tax disc or SORN runs out. You must keep your vehicle off the road during this time as you will be committing an offence if it is used or kept on the public road.

You no longer have the vehicle

If you have told us

We print these forms six weeks before a tax disc or SORN runs out. If you have recently told us you no longer have the vehicle, we will send you an acknowledgement letter within four weeks. This will confirm that we have updated our records. If you have already received an acknowledgement letter, you do not need to do anything else. If you do not get an acknowledgement letter, phone us on 0300 790 6802 as you could still be responsible for the vehicle and may get a penalty and/or be prosecuted. If you are deaf or hard of hearing and have a textphone, phone 0300 123 1279. This number will not respond to ordinary phones.

If you have not told us

If you have sold or transferred your vehicle to someone else, fill in section 6 of your registration certificate (V5C), commonly called a logbook, with the name and address of the new keeper. Both you and the new keeper must sign the declaration in section 8. If you have sold your vehicle to a motor trader, fill in section 9 of your V5C. If you do not have a V5C, write to us with the vehicle's registration number, make and model. Tell us the date you sold or transferred it and the name and address of the person you sold or transferred it to. Sign and send your letter to DVLA, Swansea SA99 1BD. You cannot tell us this by phone or email.

If the person named on this form has died

The person dealing with the registered keeper's affairs must fill in section 6 of the V5C with their details, or the details of the person who is now responsible for the vehicle (the new keeper), and send this to us. If there is a new keeper, they must also sign the V5C. To prevent us sending out more letters that may cause distress, please send a covering letter with the V5C stating the vehicle's registration number, the name and address of the person who has died and the date they died. Please send the letter and V5C to Sensitive Casework Team, DVLA, Swansea SA99 1ZZ.

Continuous insurance enforcement – stay insured

From early 2011 a new law gives us and the Motor Insurers' Bureau (MIB) more power to deal with keepers of vehicles that are not insured. We will compare our records with those held on the Motor Insurance Database (MID) to identify keepers of vehicles without insurance.

If your vehicle is not insured and you have not made a SORN, you may be fined, or your vehicle may be clamped, seized and may be disposed of. You could also be prosecuted. To check your vehicle is recorded as 'insured' on the MID, visit the free service at www.askMID.com

Do not contact DVLA as only your insurance provider can update the MID.

For more information visit www.direct.gov.uk/stayinsured

Contact details



For more information on taxing go to www.direct.gov.uk/vehicletax

For enquiries about vehicles, phone 0300 790 6802 (between 8am and 7pm Monday to Friday and 8am to 2pm on Saturdays).

If you are deaf or hard of hearing and have a textphone, phone 0300 123 1279. This number will not respond to ordinary phones.

To find your nearest Post Office® branch that issues tax discs go to www.postoffice.co.uk or phone 0845 722 3344.

Data protection We can release your details from our vehicle register if we are allowed to do so by law. Visit our website at www.direct.gov.uk/dvlatdataprotection for more information.



An executive agency of the
Department for
Transport