



Driver & Vehicle  
Licensing  
Agency

## Reminder to get vehicle tax or make a Statutory Off Road Notification (SORN)

V11

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PAUL LISEWSKI  
40D GLEDSTANES ROAD  
LONDON  
W14 9HU



*From 1st October 2014, you'll still  
need to tax your vehicle but  
you won't get a tax disc.*

Simpler | Better | Safer

[www.gov.uk/dvla/nomoretaxdisc](http://www.gov.uk/dvla/nomoretaxdisc)

**LC05 BYJ**

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

THIS VEHICLE NEEDS AN APPROPRIATE MOT TEST CERTIFICATE

### Your vehicle tax runs out on 31 March 2015

Please put a cross (X) in the appropriate box

- |                          |                  |               |                                     |
|--------------------------|------------------|---------------|-------------------------------------|
| <input type="checkbox"/> | <b>6 months</b>  |               | <input type="checkbox"/>            |
| <input type="checkbox"/> | <b>12 months</b> | <b>£10.00</b> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <b>SORN</b>      |               |                                     |

You can now pay by Direct Debit (DD) (see over the page)

- |                          |   |               |
|--------------------------|---|---------------|
| <input type="checkbox"/> | <b>6 months</b><br>(one off payment)                      | <b>N/A</b>    |
| <input type="checkbox"/> | <b>12 months</b><br>(one off payment)                     | <b>£10.00</b> |
| <input type="checkbox"/> | <b>Monthly</b><br>(total spread over 12 monthly payments) | <b>£10.50</b> |

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.

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

By law, all drivers must be covered by motor insurance when they  
use a motor vehicle on the road or in any other public place.

You can tax or SORN online at  
**[www.gov.uk/vehicletax](http://www.gov.uk/vehicletax)**

Only use this official site or by phone 0300 123 4321  
Only credit and debit card payments  
are accepted by phone

Your reference to tax or SORN online or by phone

**1138 4643 8271 9475**

Pay by Direct Debit, credit card or debit card (£2.50 for credit card  
payments. No fee for paying by debit card).

The MoT (if needed) is electronically checked. It must be valid on  
the date the vehicle tax comes into force.

SORN: If you do not tax your vehicle you must keep it off the road  
and tell us by making a SORN using the reference number above.  
You will get confirmation as you complete your transaction.

**Post Office®:** Go to a Post Office® branch that deals with vehicle tax.  
You will need this reminder form plus the following:

- an original MoT or GVT certificate (if your vehicle needs one)  
valid on the date the vehicle tax comes into force. You no longer  
need an MoT or GVT to tax a pre 1960 vehicle
- a filled in and signed V112 or V112G form if your vehicle is exempt  
from testing, and
- your payment – if applicable (cheques made payable to Post  
Office Ltd).

If you no longer live at the address shown on this reminder you must  
also take your V5C.

Do not apply for your vehicle tax before the 5th day of the month  
before the vehicle tax is due to start.

To find your nearest Post Office® branch that deals with vehicle tax go to  
[www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder) or phone 0345 722 3344.

**If you no longer have the vehicle:** You must tell DVLA by using  
your Vehicle Registration Certificate (V5C). If you do not have the V5C  
send a signed letter to DVLA, Swansea, SA99 1BD giving the vehicle's  
registration number, make and model, the date of sale and the new  
keeper's details. We cannot take this information online or over the  
phone. When we receive your notification you will automatically be  
issued a refund of vehicle tax for any remaining full paid months. The  
refund will be sent to the address on our records.



LC05 BYJ R

For Post Office® use only



8269 0901 1384 6438 2719 4754

V11-1114



INVESTORS  
IN PEOPLE





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To be used when setting up a direct debit online or at a Post Office®

# Direct Debit application

**Do not send this form to DVLA or your  
bank/building society**



- **Direct Debit can only be set up online or at the Post Office®**
- Payments are taken on the first working day of every month.  
Your first payment date may vary but will not be taken before your tax is due to start
- Your Direct Debit will be automatically renewed unless you notify us of any changes
- If you do not keep up the payments you may be liable for enforcement action
- Six months Direct Debit and 12 months Direct Debit (12 monthly payments) attract a surcharge of 5%
- The person setting up the Direct Debit does not need to be the registered keeper

- Refunds will be paid to the registered keeper of the vehicle and not the mandate holder
- A payment schedule will follow shortly by email or post
- If you inform us of a change i.e. sell or SORN the vehicle your Direct Debit will automatically be cancelled
- Your Direct Debit details are being collected on behalf of DVLA. These details are passed to a financial organisation to manage the Direct Debit arrangement for DVLA
- The Direct Debit service is operated on behalf of the DVLA by a third party who will securely capture and store all personal and financial information in line with data protection legislation
- Your Direct Debit details are being collected on behalf of DVLA. Any enquiries should be directed to DVLA.

You will need the information below to complete your Direct Debit set up online at **www.gov.uk/vehicletax**

If taxing at the Post Office® the person setting up the Direct Debit needs to fill in the section below and give to the post office clerk to complete your Direct Debit set up.

**Please write clearly in black ink using CAPITAL LETTERS.**

Title: Mr ☐ Mrs ☐ Miss ☐ Other   
(For example Ms, Dr)

First names:

Surname:

Address:

  
  
  


Postcode:

Date of birth:

 -  - 

Email address:


Name of account holder:

Branch sort code:

   -    -   

Bank/building society account number:

         

Please confirm by ticking the box that you are an authorised signatory on this account. Unfortunately the Direct Debit payment option can't be used where more than one account holder is required to authorise a Direct Debit.

☐

**If you can't tax on time** (for example, when getting an MoT for your vehicle): By law, you as the registered keeper will not be committing an offence as long as you tax the vehicle or make a SORN within 14 days of the date your tax runs out. However, you must keep your vehicle off the road during this time.

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit DVLA will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request DVLA to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by DVLA or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when DVLA asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.