MOVING HOME?
HERES WHAT YOU NEED TO DO REGARDING YOUR ADDRESS

If you are on the move, here are some pointers to what you need to do regarding changing your address from a Tax/Vat/Companies House perspective – not all will apply to everyone of course.

1. Tell us!

2. If you are a company, you will need to:

   Complete Companies form 287 to change the registered office (although in many cases the Registered Office may be our address anyway)

   Complete Companies form 288c to change your personal address as director / secretary at Companies House (and if you have a partner, one for them as well maybe?)

   Forms 287 / 288c can be downloaded from our www site, http://www.garbetts.com/forms/ once complete they need to be posted to Companies House. Alternatively, you can use Companies House online services to make the change.

3. If you are VAT registered you will need to notify HMRC:

   Wolverhampton Registration and Deregistration Unit
   HM Revenue and Customs
   Deansgate
   62-70 Tettenhall Road
   Wolverhampton
   WV1 4TZ Tel: 0845 039 0129

4. If you are an employer (and that includes Companies in respect of directors), then you will need to notify the HMRC office that deals with the Company's employers affairs – the address details and reference will be on communications that HMRC send to your company about PAYE / NI.

5. If you are a company and your registered office is changing then you will need to notify the Corporation Tax section at HMRC (this will not apply if the registered office is with us) - the address details and reference will be on communications that HMRC send to your company about Corporation Tax.

6. Finally you will need to let HMRC know in respect of your personal tax affairs / self assessment – use the address and reference, including your NI number, from communications that HMRC send to you about personal tax, eg tax codes, self assessment statements.

© Garbetts
September 2007