

Do not use this form to tax a heavy goods vehicle (except for showman's goods), or a recovery vehicle. For HGV vehicles use a V85.

A Why you should use this form

You should only use this form if:

- you haven't received a 'Reminder to get vehicle tax or make a Statutory Off Road Notification' (V11)
- any vehicle details (for example, tax class) have changed
- there has been a break in taxing the vehicle, or
- you want to tax a vehicle during a SORN.

B When to apply

If your vehicle is taxed

You can apply from the 5th day of the month in which your current vehicle tax runs out. Your new tax will come into force on the first day of the next month.

If your vehicle is not taxed or has a SORN

If you apply in the last two working days of a month, the tax can start on the first day of the next month. If you apply before then, your tax will be backdated to the start of the current month. (Saturday is classed as a working day at Post Office® branches.)

C Where and how to apply

You can apply in person to a Post Office® branch that deals with vehicle tax. To find your nearest Post Office® branch that deals with vehicle tax go to www.postoffice.co.uk/branch-finder or phone 0345 722 3344.

D The documents you need to produce

- **The Vehicle Registration Certificate V5C or the 'New keeper's details' section (V5C/2).**
- **A valid MoT or goods vehicle test certificate** – the certificate must be valid on the date the tax starts. If you have a vehicle that does not need a MoT or test certificate, see section G opposite.
- **A valid reduced-pollution certificate** for reduced-pollution vehicles only. Your vehicle must continue to meet reduced-pollution standards for the period covered by the tax. For more information, go to www.gov.uk
- **A valid 'Vehicle tax exemption certificate'** (Certificate of Entitlement, Certificate of Entitlement to DLA, Certificate of Entitlement to Personal Independence Payment (PIP), DLA404, MHS330 or WPA0442) if you are applying to tax the vehicle in the disabled tax class. (This does not apply to invalid carriages.)

All the above documents must be originals; not photocopies or faxed copies.

- **Certificate of insurance or cover note** (downloaded copies are acceptable, photocopies are not) valid on the date the tax comes into force, for vehicles registered with a Northern Ireland address.

E How to pay

You can pay by cash, direct debit (if applicable), debit card, credit card, cheque or postal order (made out to 'Post Office Ltd'), Post Office budget card, or by traveller's cheques (in pounds sterling).

If you are setting up a direct debit for your vehicle tax, you must fill in the 'Direct Debit application' (MIS685).

The different rates of tax are given on www.gov.uk/vehicletax and in 'Rates of Vehicle Tax' (V149) which you can get from www.gov.uk

If you pay with a cheque which bounces, the vehicle will not be taxed.

F Special notes

You can tax your vehicle at a Post Office® branch that deals with vehicle tax by using your V5C or V5C/2 'New keeper's details' section. You may also need to fill in an 'Application for a vehicle registration certificate' (V62) if you only have the V5C/2.

If you do not have a V5C or the V5C/2 you will need to fill in a V62 with this form. If you are not the registered keeper of the vehicle you may not be able to tax until you get a V5C in your name. However, you must keep the vehicle off the road during this time.

You can download the V62 form from www.gov.uk/dvlaforms or get one from any Post Office® branch that deals with vehicle tax.

G Further information

You can get more information on taxing your vehicle on the website at www.gov.uk/vehicletax

Certain vehicles do not have to have MoT tests. For more information, see the 'Declaration of exemption from MOT' (V112) or the 'Declaration of exemption from goods vehicle testing' (V112G). You can get these from www.gov.uk and from Post Office® branches that deal with vehicle tax. If your vehicle is exempt (this includes pre 1960 vehicles), you should fill in and sign the V112 or V112G with this application.

If you are unhappy with the service you receive, please visit www.gov.uk/dvla for information on our complaints procedure.

You can contact us in the following ways:

By phone: 0300 790 6802 (Phone lines are open between 8am and 7pm, Monday to Friday, and between 8am and 2pm on Saturdays. Some calls will be monitored for quality and training purposes.)

By textphone: (for people who are deaf or hard of hearing): 0300 123 1279. (This number will not respond to ordinary phones.)

By fax: 0300 123 0798.

By writing to: Customer Enquiries (Vehicles), DVLA, Swansea SA6 7JL.

H Data protection – releasing information

We will store your details on our vehicle register. We can release the details if we must do so by law. You can get more information on how and when we can release your details by visiting the website at www.gov.uk/data-protection

Find out about DVLA's online services

Go to: www.gov.uk/browse/driving



