



If you are applying for a refund on a newly registered vehicle's first tax disc, please see note B over the page.

Please read the notes over the page before you fill in this form. Please write clearly in black ink using CAPITAL LETTERS – do not use address stamps.

1 Are you entitled to a refund? (see note A over the page)

You will not receive a refund unless one of the following applies:

- You are the current or last registered keeper and:
- you have recently sold, transferred or exported the vehicle. You should have already told DVA by returning the relevant section of the Registration Certificate (V5C(NI)). If you have not already done this, please enclose the relevant section with this application.
- You are the current registered keeper and:
- you are keeping the vehicle off the public road and you will not tax it within the next 21 days. You must fill in section 3, or
 - the vehicle has been scrapped by an Authorised Treatment Facility, or
 - you have changed the vehicle's tax class to a nil value tax class (such as 'Disabled'), or
 - the vehicle has been stolen and you have reported the theft to the Police.

2 Your details (your name must exactly match that shown on the Registration Certificate (V5C(NI)))

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

First name(s)/Company:

Surname:

House No. Full address:

Post town:

Postcode:

Registration number of the vehicle the refund is for:

3 Statutory Off Road Notification (SORN) (see notes A and E over the page)

To tell DVA that you are keeping the vehicle off the public road and you are the registered keeper, put 'X' in the box below:

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You must not make a SORN if you have sold, transferred, scrapped or exported the vehicle. Making a false SORN is a criminal offence for which you could be fined and sent to prison.

4 Refund declaration

I surrender this tax disc and declare that I meet one of the conditions in section 1.

I understand and accept that if I do not meet the conditions in section 1, I will not receive a refund and the tax disc will not be returned to me.

Your signature:

Date:

You will normally receive your refund within 30 working days.

Contact phone number: (You do not have to give this.)

For more information go to www.dvani.gov.uk

IMPORTANT:
Before you attach your tax disc, you must meet the conditions in Section 1 and sign Section 4.

You cannot get a refund if the tax disc has run out or has less than one calendar month left on it.

Use clear tape where shown or paper glue to attach the tax disc here. Do not staple.

Place clear tape here

Place clear tape here

If you do not have a tax disc, please fill in an 'Application for refund of vehicle tax when the tax disc is missing' (V33(NI)), which you can get directly from DVA.

DVA Office/LVLO date stamp

Please do not write in the blue area

3VC

Date of Surrender

Refund App. No.

Amount £

SORN No.

1st Check

2nd Check

Please read these notes before filling in the form.

Do not use a photocopy of this form.

A Are you entitled to a refund?

We will pay you a refund if:

- **you are the current or last registered keeper and you have recently sold, transferred or exported the vehicle.**

You should have filled in the relevant part of the Registration Certificate (V5C(NI)) and sent it to us. If you have not done this yet, you should enclose the relevant section with this application. If you do not have the V5C(NI), you will need to include a signed letter with this application. Give us the vehicle registration number, the date you sold or transferred the vehicle and the name of the person or company you sold or transferred the vehicle to, or the date of export.

Or,

- **you are the current registered keeper, you have received a Registration Certificate (V5C(NI)) for this vehicle from DVA with your name printed on it, and you have done one of the following:**

Made a Statutory Off Road Notification (SORN)

If you do not keep or use the vehicle on a public road, you must make a SORN. Please fill in section 3 of this application form.

You must not use or keep your vehicle on a public road while the SORN is in force. Garages, driveways and private land may be considered as off-road areas.

A SORN is valid for 12 months. If you keep the vehicle off the public road after this time, you must renew the SORN. If you keep or use the vehicle on the public road you must tax it first. This can be done at any time using your V5C(NI).

If you tax your vehicle within 21 days of making a SORN you will not qualify for or get a refund.

Scrapped the vehicle

You should have taken your vehicle and its Registration Certificate (V5C(NI)) to an Authorised Treatment Facility (ATF). If you have not done this yet, you should do this before you apply for a refund.

If you have not received confirmation of scrapping, then you need to notify us by filling in section 9 of the V5C(NI) and return it with this application.

If you have passed the vehicle to an insurer to be scrapped but did not get confirmation of scrapping or sale or transfer you should fill in section 9 of the V5C(NI) and return it with this application.

If you do not have the V5C(NI) you will need to include a signed letter with this application. Give us the details of the vehicle, the company that scrapped it and the date it was scrapped.

Reported the vehicle stolen

You should have reported the theft of the vehicle to the police, who will have told us. If you have not reported the theft of the vehicle to the police, you should do this before you apply for a refund.

Changed to a nil value tax class

You should have already changed the vehicle's tax class to a tax class that is of nil value (such as 'Disabled'). If you have not done this yet, you should do this before you apply for a refund.

If you do not tell us that you have sold, transferred, scrapped, exported or made a SORN on your vehicle, you will not receive a refund and may be committing an offence.

You should not apply for a refund if your vehicle is about to have its registration number transferred or retained.

Your application will be rejected if your name details do not exactly match those shown on your V5C(NI).

If you have not had a V5C(NI) in your name you are not entitled to a refund.

B How much refund will you get?

To get a refund for each full calendar month left on the tax disc, you must post this filled-in form to us **before** the first day of the month you want the refund from.

If you bought a six-month tax disc, you paid an extra 10% surcharge, which is not refunded.

If you paid a higher "First Year Rate" for a newly registered vehicle's first tax disc, you will only get a refund based on the higher rate if the vehicle has been stolen, scrapped or the vehicle's tax class has changed to a nil value tax class such as 'disabled'.

If the vehicle has been sold, exported or you have made a SORN your refund will be based on the lower standard rate of vehicle tax applicable to that vehicle. For more information on first year and standard rates of vehicle tax please go to www.dvani.gov.uk

C If you are a motor dealer or fleet owner

If the vehicle is not, or was not registered in your name then you are not entitled to a refund and you do not have to make a SORN.

D Where to send your application

Send your application to:

**Driver & Vehicle Agency
Refund Section, County Hall, Castlerock Road,
Coleraine BT51 3TA**

Or you can hand it in at a DVA local office. You can get the address for your nearest DVA local office:

- On the website at www.dvani.gov.uk or
- By phoning 0845 402 4000.

DVA local offices are open between 9.15am and 4pm (with the exception of the 3rd Tuesday in every month when they will not open until 10am. This is for staff training).

E What happens next?

Refund application

Once you have applied for a refund and you still have the vehicle, you cannot use or keep the vehicle on the public road until it has been taxed again. You will normally receive your refund within 30 working days. If you have not received a response to your refund application after 30 working days, please phone DVA Vehicle Enquiry Section on 0845 402 4000.

Acknowledgement letter

If you are using this form to make a SORN or you have told us that you are no longer keeper of the vehicle, you should receive an acknowledgement letter, confirming that our records have been updated, within 20 working days. This will be sent separately to the refund.

If you do not receive an acknowledgement letter, you could still be liable for the vehicle and you may get a penalty and/or be prosecuted. If you have not received the acknowledgement letter after 20 working days, please phone DVA Vehicle Enquiry Section on 0845 402 4000.

F Further information

If you are not satisfied with the service you receive from us, please see leaflets 'Complaints Procedure' or 'Customer Services Guide'. You can get these from www.dvani.gov.uk, any DVA local offices and from:

DVA Vehicle Enquiry Section
Phone: 0845 402 4000
Fax: (028) 7034 1422

Phone lines are open between 9am and 5pm Monday to Friday. If you are deaf or hard of hearing and have a textphone, phone (028) 7034 1351. (This number will not respond to ordinary phones.)

G Data protection – releasing information

We will store your details on our vehicle register. We can release these 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.dvani.gov.uk



An Agency within the Department of the

Environment

www.doeni.gov.uk

