

A quick guide to taxing or making a Statutory Off Road Notification (SORN) for your vehicle

For more information go to www.direct.gov.uk/vehicletax
or www.direct.gov.uk/sorn



Taxing your vehicle

Your vehicle must either be taxed or declared off road by making a Statutory Off Road Notification (SORN)

- If you intend to tax your vehicle, you should ideally do so before your current tax disc runs out. However, we realise that this is not always possible. For example, you are waiting for insurance or are getting an MoT or Goods Vehicle Test (GVT) certificate for your vehicle. You, as the registered keeper, will not be committing an offence as long as you either tax the vehicle or make a SORN within 14 days of the date your current tax disc runs out. However, while it is not taxed, **you must keep your vehicle off the road, as it is an offence to leave it on the road without displaying a valid tax disc.**

How do you tax your vehicle?

With a 'Renewal reminder for a tax disc or Statutory Off Road Notification (SORN)' (V11) or 'Renewal reminder for a tax disc or Statutory Off Road Notification (SORN) for a Heavy Goods Vehicle' (V85/1)

- Online at **www.direct.gov.uk/taxdisc** using the reference number shown on your renewal reminder
- By phoning – 0300 123 4321 using the reference number shown on your renewal reminder.

If you are taxing online or by phone you will need to have a debit card or credit card. There is a £2.50 fee for using your credit card.

With a V11

- In person at a Post Office® branch that issues tax discs;
or
- By posting your application to a selected postal Post Office® branch that issues tax discs. The details of your nearest branch are on your renewal reminder.

With a V85/1

- In person or by post at your nearest DVLA local office.

Without a V11 or a V85/1 – use your Registration Certificate (V5C)

- Online at **www.direct.gov.uk/taxdisc** using the document reference number and the vehicle registration number shown on your V5C, or
- By phoning – 0300 123 4321 using the document reference number and the vehicle registration number shown on your V5C.

Note: If you are taxing online or by phone you will need to have a debit card or credit card. There is a £2.50 fee for using your credit card.

Without a V11 only

- In person at a Post Office® branch that issues tax discs; or
- By posting your application to a selected postal Post Office® branch that issues tax discs. You can find details of your nearest branch by phoning 0845 722 3344. You will need to include a filled in 'Application for a tax disc' (V10) with your postal application.

Without a V85/1 only

- You can only tax a Heavy Goods Vehicle (HGV) at a DVLA local office using an 'Application to tax a Heavy Goods Vehicle (HGV)' (V85).

If you go to, or make a postal application to either a Post Office® branch or DVLA local office you will also need:

- insurance certificate or cover note – must be valid when the tax disc starts
- an MoT or GVT certificate (if you need one for your vehicle), must be valid when the tax disc starts
- the payment for vehicle tax (not needed if your vehicle is exempt from paying vehicle tax)
- a filled in V10 (only if posting your application to a selected postal Post Office® branch that issues tax discs) or V85 if it is a HGV.

Without a V11 or V85/1 or a V5C – use your New keeper's details section (V5C/2)

Without a V11 or V5C only

- In person or by post at selected Post Office® branches that issue tax discs. You can only use the V5C/2 at a Post Office® for up to two months from the date you bought the vehicle
- In person or by post at a DVLA local office. You can only use the V5C/2 at a DVLA local office for up to 13 months from the date you bought the vehicle as long as the V5C/2 has not been previously stamped by a Post Office® or DVLA local office.

Without a V85/1 or V5C only

- You can only tax a HGV at a DVLA local office
- In person or by post at a DVLA local office. You can only use the V5C/2 at a DVLA local office for up to 13 months from the date you bought the vehicle as long as the V5C/2 has not been previously stamped by a Post Office® or DVLA local office.

If you go to, or make a postal application to either a Post Office® branch or DVLA local office you will also need:

- insurance certificate or cover note – must be valid when the tax disc starts
- an MoT or GVT certificate (if you need one for your vehicle), must be valid when the tax disc starts
- the payment for vehicle tax (not needed if your vehicle is exempt from paying vehicle tax)
- a filled in V10 (only if posting your application to a selected postal Post Office® branch that issues tax discs) or V85 if it is a HGV
- a filled in ‘Application for a vehicle registration certificate’ (V62), only if applying at a DVLA local office.

If you do not have a V11, V85/1, V5C or V5C/2 but you are shown as the registered keeper of the vehicle on DVLA records

You can tax your vehicle at a DVLA local office. You will need to fill in a V62 and pay the fee:

- if your **address** has changed, you will need to provide your driving licence, original bank or building society statement or recent utility bill
- if your **name** has changed, you will need to provide your marriage certificate, decree nisi, decree absolute or deed poll.

If you are not shown as the registered keeper on DVLA records

Before you can tax your vehicle, you will need to apply for a V5C in your name, make a SORN and keep your vehicle off the road while you wait for your V5C to arrive.

- Fill in a V62 and the ‘Statutory Off Road Notification’ form (V890) and post both forms to DVLA using the address on the V62. Expect to wait six weeks for a new V5C to arrive
- You can get a V890 from **www.direct.gov.uk/motoringforms** or at Post Office® branches that issue tax discs.

When you can tax your vehicle

If your tax is due to run out at the end of the month, you can renew it from:

- the 5th day of that month

If your vehicle is not taxed or has a SORN with more than one month left to run and you want to tax your vehicle, you cannot apply for a tax disc more than two working days before you want your new tax disc to start.

If you apply before then, the tax disc will be backdated to the start of that month.

What if you are abroad when your vehicle tax is due?

If your vehicle tax is due to run out while you are abroad, you can apply for a new tax disc, up to two calendar months before the tax disc is due to run out, in person or by post to a selected postal Post Office® branch that issues tax discs or a DVLA local office. You will need:

- your Registration Certificate (V5C)
- a covering letter explaining why you are applying so far in advance
- a filled in V10 or V85 (you can only use a V85 at a DVLA local office)
- an insurance certificate or cover note (must be valid when the tax disc starts)
- an MoT or GVT certificate (if you need one for your vehicle) (must be valid when the tax disc starts)
- the fee.

If you give the address abroad, we can send the new tax disc to you there.

Disabled tax class

Changing to the Disabled tax class

If you have the **whole** Registration Certificate (V5C) this can be done at a Post Office® branch that issues tax discs.

You will need:

- the **whole** V5C – fill in the taxation class as Disabled in section 7 and sign in section 8
- an exemption certificate (the Certificate of Entitlement, DLA 404 or WPA 0442)
- an insurance certificate or cover note (must be valid when the tax disc starts)
- an MoT or GVT certificate (if you need one for your vehicle) (must be valid when the tax disc starts).

If you do not have the **whole** V5C or you wish to change the tax class of a lorry or bus you can **only** do this at a DVLA local office.

Changing from the Disabled tax class

This can **only** be done at a DVLA local office using the V5C or New keeper's details section (V5C/2).

For other vehicle tax enquiries

If you have a historic vehicle, need to exchange or get a duplicate tax disc, or want to apply for a refund, go to **www.direct.gov.uk/vehicletax** for more information.

SORN

Statutory Off Road Notification

SORN

If you are or are about to become the registered keeper of a vehicle and you do not tax it, it must be kept off the road and you must make a SORN.

Please note:

- A SORN cannot be transferred from the previous keeper to the new keeper, you will need to make a new SORN
- A SORN cannot be backdated
- A SORN must be renewed every 12 months
- A SORN is only needed for a vehicle that was taxed in Great Britain (GB) on or after 31 January 1998.

Note: Once you have made a SORN, you should receive an acknowledgement letter confirming the details within 4 weeks. If you do not receive it, phone DVLA Customer Enquiries on 0300 790 6802.

How to make a SORN

With a V11 or V85/1

- Online at www.direct.gov.uk/taxdisc using the reference number shown on your renewal reminder
- By phoning 0300 123 4321 using the reference number shown on your renewal reminder.

With a V11

- In person at a Post Office® branch that issues tax discs, or
- By posting your application to selected Post Office® branches that issue tax discs. The details of your nearest branch are on your renewal reminder.

With a V85/1

- In person or by post at your nearest DVLA local office.

Without a V11 or V85/1 – use your Registration Certificate (V5C)

- Online at **www.direct.gov.uk/taxdisc** using the document reference number and vehicle registration number shown on your V5C
- By phoning 0300 123 4321 using the document reference number and vehicle registration number shown on your V5C
- By post using the V890 available from **www.direct.gov.uk/motoringforms** or a Post Office® branch that issues tax discs.

What if you want to use your vehicle before the SORN ends?

- You must tax your vehicle. As you will not have a renewal reminder, use one of the other methods described in ‘How do you tax your vehicle?’.

What if you are going to be abroad when your SORN is due?

- If you are going to be abroad and your vehicle will be **off the road in the UK**, you can make a SORN up to two calendar months beforehand. To do this, fill in a V890 and send it to us with a letter explaining that you will be out of the country when the current tax disc or SORN runs out.

What if you are taking your vehicle abroad temporarily?

- If you are taking your vehicle abroad temporarily (less than 12 months), you must make sure that your vehicle is taxed for the **whole** time you are away. You cannot make a SORN if your vehicle is outside the UK.

What if you do not tax your vehicle or make a SORN?

If your vehicle is not taxed or it has a SORN and is seen on the road, it could be wheelclamped. You will have to pay a fee to have your vehicle released, and you would also have to show a valid tax disc or pay a 'surety' fee (deposit). If you do not do this we will dispose of your vehicle, probably by crushing it. You can find more information in the leaflet 'Wheelclamping of untaxed vehicles' (INF32).

We can now use the information we have on our records to take action against you, as the registered keeper, if you have not taxed your vehicle or made a SORN.

If the vehicle is taxed and you no longer wish to use it on the road, you need to return the tax disc (including nil value tax discs) to DVLA and make a SORN using an Application for a refund of vehicle tax when you have the tax disc (V14).

Where can you get more help?

For general enquiries or if you need more information about taxing a vehicle or making a SORN go to:

Website: For vehicle tax:

www.direct.gov.uk/vehicletax

For SORN:

www.direct.gov.uk/sorn

Or contact us by:

Phone: 0300 790 6802 (8am to 8.30pm Monday to Friday, and 8am to 5.30pm on Saturdays)

Note: we monitor some calls for quality and training purposes.

Textphone for the deaf and hard of hearing:

0300 123 1279

Fax: 0300 123 0798

Or write to:

Vehicle Customer Services

DVLA

Swansea

SA99 1AR

DVLA forms and leaflets

You can get most of the forms mentioned in this leaflet from the website at

www.direct.gov.uk/motoringforms and leaflets are available from

www.direct.gov.uk/motoringleaflets

You can also get them from DVLA local offices and some from Post Offices® that issue tax discs.

