

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 – 0870 850 4444 using the reference number shown on your renewal reminder.

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

V11 only

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

V85/1 only

- 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 Registration Certificate, or
- By phoning – 0870 850 4444 using the document reference number and the vehicle registration number shown on your Registration Certificate.
Note: If you are taxing online or by phone you will need to have a debit or credit card. There is a £2.50 fee for using your credit card.
- In person at a Post Office® branch that issues tax discs; or
- By posting your application to selected postal Post Office® branches that issue 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
- 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).

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

- In person or by post at selected postal 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.

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 or V85 if it is a HGV.
- a filled in 'Application for a vehicle registration certificate' (V62).

If you do not have any of these documents 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

You will need to apply for a Registration Certificate in your name.

- 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 30 working days for a new Registration Certificate to arrive
- Keep the vehicle off the road until your Registration Certificate arrives and then tax the vehicle
- 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 the 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 selected postal Post Office® branches that issue tax discs or a DVLA local office.

You will need:

- your Registration Certificate
- 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

This can only be done at a Post Office® branch that issues tax discs.

You will need:

- the whole Registration Certificate – fill in the taxation class as Disabled in section 7 of the Registration Certificate
- an exemption certificate DLA404 or WPA442
- 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 Registration Certificate 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 Registration Certificate or New keeper's details section. See 'How do you tax your vehicle?' for more information.

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 United Kingdom (UK) on or after 31 January 1998.

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 0870 850 4444 using the reference number shown on your renewal reminder.

V11 Only

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

V85/1 only

- 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 Registration Certificate.
- By phoning 0870 850 4444 using the document reference number and vehicle registration number shown on your Registration Certificate.
- 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
- You should receive an acknowledgement letter from us within 20 working days of the start of the SORN. If you do not receive this, phone DVLA Customer Enquiries on 0870 240 0010.

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

If your vehicle is not taxed or 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 get rid of your vehicle, probably by crushing it. You can find more information in the '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, where you have not taxed your vehicle or made a SORN.

If you are applying for a refund of vehicle tax

If you are applying for a refund, but you are keeping the vehicle, you can make a SORN by filling in the relevant section of the 'Refund/SORN application' (V14) or 'Application for a Refund of Vehicle Tax when the tax disc is missing' (V33).

The notes on these forms will tell you what to do.

Where can you get more help?

For general enquiries or if you need more information about taxing a vehicle or making a SORN, please contact us as follows.

Website: For vehicle tax:
www.direct.gov.uk/vehicletax

For SORN:
www.direct.gov.uk/sorn

E-mail: **vehicles.dvla@gtnet.gov.uk**

Phone: 0870 240 0010 (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: 01792 766426

Fax: 0870 850 1285

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 our 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 Post Offices[®] that issue tax discs.



Driver and Vehicle
Licensing Agency

www.direct.gov.uk/motoring