



**Authors'
Licensing and
Collecting
Society**

AUTHORS' LICENSING & COLLECTING SOCIETY

VAT SELF-BILLING UNDERTAKING

Name:

ALCS reference:

I hereby consent to co-operate with the Society in a self-billing system in respect of the liability for VAT arising out of royalty payments made to me by the Society and I have noted the conditions specified by HM Revenue & Customs, under HMRC (700/62) www.hmrc.gov.uk

I undertake not to issue a tax invoice for any transaction covered by a self-billed document approved in the system. I also undertake to notify the Society immediately should I be de-registered for VAT purposes or should I be issued with a new VAT number, and to indemnify the Society in respect of any VAT incorrectly paid to me as a result of my failure to notify the Society of any such de-registration.

VAT Registration number

Date of registration

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Name in which you are registered for VAT (please use block capitals)

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Signature

Dated

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Name (printed)

Capacity in which signed

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Please include a copy of your VAT registration certificate or your latest VAT return with this form. We will be unable to process your request without one of these documents.