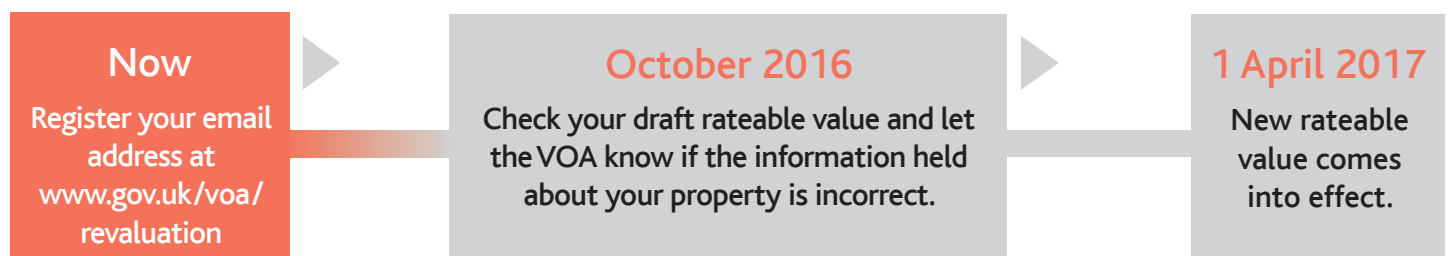




Valuation Office
Agency

YOUR DRAFT RATEABLE VALUE IS COMING. YOU NEED TO REGISTER NOW.

The Valuation Office Agency (VOA), an Executive Agency of HMRC, is in the process of updating the rateable values of all business properties. This is known as a revaluation. Rateable values are used by local councils to calculate business rates, and business rates bills will be calculated using the new rateable values from 1 April 2017.



What you need to know

- In October 2016 your draft rateable value will be available online at www.gov.uk. At this time, you should check that the details the VOA hold about your property are correct.
- Failure to check your details may result in you paying an incorrect amount in business rates.
- Should you have any questions, the VOA's website provides lots of helpful information about your draft rateable value.
- The Government is introducing an improved business rates appeals system in April 2017. Further information is available from: www.gov.uk/voa/revaluation

What you should do

- **Register your email address:** The VOA will contact you by email when your draft rateable value is available online. You need to register your email address now at www.gov.uk/voa/revaluation.
- **Check your rateable value online:** In October 2016, go online to view your draft rateable value and check the details the VOA hold about your property.
- **Ask for your records to be updated:** If in October the details the VOA hold about your property are incorrect, you should update them. This can be done by visiting www.gov.uk.