

VAT check list

Please state legal entity of your organization:

For example: Sole Proprietor, Partnership, Limited Company etc.

If VAT group registration, provide copy of current group registration record:

Background information

Period under review:

Total annual turnover:

Financial year end:

VAT return periods:

Provide brief description of main business activities:

Income

1. State all sources of income and VAT liability currently applied to each:

Standard rated:

Zero rated:

Reduced rate (5%):

Exempt:

Non-business/outside scope:

2. Does turnover per annual accounts reconcile to outputs declared on VAT returns?

If not, please provide details:

Compliance

3. Have you received any VAT assessments, penalties or surcharges in the period?

If so, please provide details:

4. Have all VAT returns and payments been submitted on time in the last 15 months?
If not, please provide details:
5. Are you accounting for and declaring VAT at the correct time?
Confirm basis:
<small>For example: accounting, retail scheme, invoice date etc.</small>
6. Do you operate any special schemes?
If so, please provide details:
<small>For example: flat rate, cash accounting, retail scheme, second-hand scheme.</small>

Purchases
7. Do you ensure that a valid VAT invoice is held to support all input VAT claimed?
If not, please provide details:
8. Is VAT claimed in the correct tax period?
If not, please provide details:
9. If you make exempt/non-business/outside the scope supplies, has it agreed an appropriate VAT recovery method with HMRC?
If so, please provide details:
10. Are you aware of non-recoverable items and restricting VAT accordingly?
<small>For example car purchases, business entertainment etc.</small>

EU sales / Export sales

11. Do you sell goods or supply services to customers in other EU member states or outside the EU?

If so, please provide details of the goods and services provided and how these are treated for VAT purposes:

12. Are you aware of and complying with its obligations regarding cross-border sales?

For example: retaining acceptable proof of export, making any EU statistical returns required etc.

EU Acquisitions / Imports from outside the EU

13. Do you know if you are accounting for acquisition VAT correctly on goods received from other EU member states?

Please provide details:

14. Are you aware of and complying with the obligations regarding purchases from outside the UK?

For example: retaining acceptable evidence for VAT recovery on imports (C79 form), making any EU statistical returns required etc.

15. Are you accounting for (and, where allowable, reclaiming) reverse charge VAT on services received from overseas?

Land and property	
16. Do you rent out any property?	
If so, please state whether:	
If domestic or commercial:	
Annual rental income for each:	
VAT liability currently applied:	
Non-business/outside scope:	
17. Have you exercised an option to tax over any property?	
If so, please provide details and obtain copies of the option to tax notification for your file:	
18. Have you incurred VAT in connection with any property acquisitions or refurbishments?	
If so, please provide details:	
19. Have you undertaken any other property transactions?	
If so, please provide details:	

Unusual/miscellaneous transactions
20. Have you undertaken any non-standard transactions in the period?
If so, please provide details:

Disclaimer: This checklist is provided by Revell Ward LLP. Its purpose is to raise awareness of VAT issues generally, to give a broad indication of a client's likely level of VAT risk and identify potential areas whether further investigation may be required. The checklist is not exhaustive; it does not take the place of a detailed VAT review and does not constitute advice. Revell Ward LLP accepts no responsibility for decisions taken as a result of completing this checklist.