

## VAT registration and administration service from Jordans

In the UK a business must apply to be registered for VAT if its turnover, within the scope of UK VAT, is in excess of £67,000 per annum. It may apply for voluntary registration where anticipated turnover is below this threshold if it can demonstrate a commercial reason for requiring VAT registration. It should be noted, however, that to obtain registration for VAT in the UK, the company should be able to show that it is making a taxable supply of goods or services in, or from, the UK. Alternatively the company should show that it is making supplies abroad that would be taxable supplies if made in the UK. In this case it is normally expedient to show that the UK company is generating input tax, and does not have a tangible place of business in any other country.

Once registered the company must complete quarterly VAT returns and, where appropriate, EC sales lists and intrastat declarations. Any VAT due to Customs must be paid during the month following the end of the VAT quarter. Penalties are imposed when returns are submitted late, beginning with the second overdue return. These are calculated on an increasing percentage of the VAT due to be paid in respect of each overdue return. Any refunds of VAT due are made automatically to the UK bank account of the registered business. Once registered, HM Revenue & Customs can exercise their rights of access to the books and records of the business at any time, in order to check the accuracy of the VAT returns. This often happens when a repayment is due.

### How Jordans can help

Jordans can register appropriate UK companies for VAT and provide VAT administration services. Registration is given at the discretion of H M Revenue & Customs, and the process takes approximately two months unless further queries arise during the application process. We cannot guarantee that a business will be registered, or that it will continue to be registered following an inspection of the records. We will however, if required, advise how problems can be minimised.

### Our ongoing VAT administration service includes:

- acting as VAT agent and providing a UK address as a point of contact for HM Revenue & Customs
- advising when VAT returns are due for submission and requesting copy invoices
- scheduling the invoices received, and compiling the quarterly return
- advising of any VAT due or passing on any repayments received
- completing EC sales lists and other government survey forms where appropriate
- attending VAT inspections made by local customs officers
- dealing with any miscellaneous correspondence and telephone enquiries received from H M Revenue & Customs in relation to the business

### How to order

If you would like Jordans to apply for **VAT registration** on behalf of your company and provide ongoing **VAT administration services**, please complete the following pages and return to us:

**by email:** [andrew\\_knibb@jordans-international.com](mailto:andrew_knibb@jordans-international.com)  
**by fax:** +44 (0) 117 923 0063  
**by post:** Jordans Accounting Services, 21 St Thomas Street,  
BRISTOL, BS1 6 JS, United Kingdom

## Other services

Please contact [Andrew Knibb](#) on (0117) 918 1520 or visit [www.jordans.co.uk](http://www.jordans.co.uk) for information on our other Jordans Accounting or Corporate solutions, including:

- Statutory accounts and tax compliance
- Company payroll
- Book-keeping and financial administration
- Meetings for planning and practical advice
- Domiciliation
- Virtual Office and mail forwarding services
- Corporate Legal Services
- Jordans Corporate Administration Services
- Agent for service of legal process