



vat solutions
take the strain out of your day

take the worry out of vat

For many small businesses preparing the VAT Return every three months can be an unwanted burden full of potential pitfalls.

You may not be aware of which expenses you are allowed, and perhaps more importantly, which expenses you are not allowed to reclaim the VAT from.

VAT on motor expenses, vehicle leasing and vehicle fuel expenses are particular minefields due to the restrictions on the VAT you are allowed to reclaim, and the possible payment of the VAT fuel scale charge.

There is also understanding the differences between zero rated items, reduced rated items, standard rated items and exempt items. All are treated differently on the VAT Return.

Charging VAT on your sales can be just as difficult to calculate.

Do you use standard invoice accounting for VAT, cash accounting for VAT or one of the VAT retail schemes in operation?

And after a hard days work the last thing on your mind is your VAT Return.

Why not take the worry out of your VAT Return and let us take care of it for you.

our vat service

We offer a fully flexible VAT Return preparation service to suit your needs and requirements.

We can prepare the VAT Return from your records to ensure the Return is completed in plenty of time for submission to H M Customs & Excise.

We can advise on the type of cash book you should use which best suits the requirements of your business, from an overall bookkeeping and accounting point of view, not just from a VAT point of view.

There are many standard pre-printed cash books available, but if none suit your needs, we can set up a system dedicated to you.

If you prefer to computerise your bookkeeping and VAT records we can also assist in this situation.

We can offer advice on which standard off the shelf bookkeeping package you should use. Or if you prefer a more simple spreadsheet system we can also assist in the setup of the template.

You can do as much, or as little work, as you have time for and then you can pass your records on to us.

We will complete your bookkeeping for the quarter and prepare your VAT Return.

vat review

We can review your current bookkeeping system and records and advise on any potential VAT errors which could occur.

We can then assist in the implementation of your updated system.

We can also review your past VAT Returns to see if you would benefit from registering for the flat rate scheme for VAT.

This could save you valuable time when preparing your VAT Return.

vat advice

If you are new to VAT we can advise you on the do's and don'ts when it comes to VAT, as well as pointing out the most common pitfalls and areas of concern from H M Customs & Excise.

We can advise on which expenses you can claim the VAT from, and which expenses you cannot make the claim from.

We can also explain the differences between the various VAT rates and schemes in operation to account for the VAT you can claim and the VAT you have to pay.

vat registration

If you are new to business we can assist in the VAT registration process and setup of your VAT bookkeeping system.

the online future

In the future all VAT Returns, as well as all other business forms and returns, will have to be completed and submitted online via the Internet.

Although many people now have Internet connection, there are still many who don't have access to the Internet.

We are registered with H M Revenue & Customs to act as an online filing agent for our clients for all business matters, not just VAT.

This means we can submit your VAT, and all other business returns, online on your behalf using our secure computer systems.

Our systems and software are continually being updated to ensure we can submit your returns using secure Internet connection using the very latest software.

This will give you the peace of mind that your data and information is processed in a secure environment.

for information of how we can help with your vat returns please contact:

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