

Recovering VAT - Frequently asked questions

What is VAT? (Value Added Tax)

VAT is a complex sales tax imposed on most goods and services throughout the European Union (EU) and is currently charged at 15% in the UK. Reeves+Neylan VATPlus specialises in UK and EU VAT recovery.

Can I claim a VAT refund?

YES. Overseas business visitors to the EU are entitled to reclaim VAT on all eligible business expenses provided that neither you nor your company are registered for VAT in the EU and are not liable to be registered. You must also be tax registered in your own country.

What can be recovered in the UK?

- Hotel & Accommodation Costs
- Exhibition & Conference Expenses
- Meals
- Training Course Costs
- Telephone Charges
- Certain professional Fees
- Vehicle Rental and Fuel
- Certain Marketing Expenses

How do I reclaim this VAT?

Reeves+Neylan VATPlus takes care of the complex reclaim process so all you have to do is follow the 5 simple steps below and we will do the rest.

1 – Complete our Application Form

2 - Complete our client care agreement

3 - Complete the Power of attorney

4 - Obtain a certificate of taxable status – see below for details

5 - Post all of the above along with the invoices to our head office address;

Reeves+Neylan VATPlus, 37 St Margaret's Street, Canterbury, Kent, CT1 2TU, Great Britain

Are there deadlines for making a claim?

There are separate submission deadlines for EU and non-EU based companies:

- EU based companies must submit their claim by 30th June for all invoices incurred in the UK during the previous calendar year. For example: Invoices from 1st January 2009 to 31st December 2009 must be submitted by 30th June 2010.
- Non-EU based companies must submit refund applications by 31st December for the annual claim period which runs from 1st July to the 30th June. For example: Invoices from 1st July 2008 to 30th June 2009 must be submitted by 31st December 2009.

What is a Certificate of Status?

All claims for VAT refund must be supported by a Certificate of Status which simply states that you or your company are registered for tax in your country. These documents must be in original form as the Tax Authorities will not accept photocopies or faxed copies of this Certificate.

A Certificate of Taxable Status can be requested from your local Tax Authority. A Certificate of Incorporation (this can be requested from the body with which your company was registered).

When and how will I be paid?

After the claim is submitted, the Tax Authorities (HMRC) take approximately 6 months to process your claim. Once a repayment is issued to us by HMRC we forward the refund, minus our 15% fee, to your account within 30 days.

What will it cost?

Reeves+Neylan VATPlus charge 15% of the VAT recovered. There are no other charges.