

Gap analysis questionnaire

Common EU standard VAT return

1. General information									
(11) Company name Intelligent box									
(12) VAT identification number: Country code of the relevant EU MS + VAT number of the relevant EU MS									
(13) VAT period									
		2. Output transactions		3. VAT due		4. Input transactions		5. VAT deductible	
Standard rate		211		311	Imports of goods		41		51
Reduced rate		212		312	IC acquisitions of goods		42		52
Other rates		213		313	IC purchases of services		43		53
IC supplies of goods		22			Domestic reverse charge		44		54
IC supplies of services		23			Other cross-border reverse charge		45		55
Export of goods		24			Other purchases				56
Other supplies with right of deduction		25			SUBTOTAL	Intelligent box	46	Intelligent box	57
Other supplies without right of deduction		26			Adjustments (+/-)				58
SUBTOTAL	Intelligent box	27	Intelligent box	32	TOTAL			Intelligent box	59
VAT due reverse charge (including import VAT deferred)				33					
TOTAL			Intelligent box	34					

6. Balance	
	Amount
(61) Net amount of the period = (34) – (59)	
(621) VAT credit brought forward from previous period	
(622) Advance payments made	
(62) Net VAT amount payable/refundable = (61) - (621) – (622)	
(64) Amount claimed for refund	

7. Corrections				
Period	Under-declared VAT	Over-claimed VAT	Total	
711	721	731	741	Intelligent box
712	722	732	742	Intelligent box
713	723	733	743	Intelligent box
71x	72x	73x	74x	Intelligent box
Total			75	Intelligent box

8. Date and signature	
(81) Signature	
(82) Name and capacity of preparer/signatory	
(83) Date	

Output transactions

General principles	Please briefly indicate the principle in your territory (this will be further completed in detail during our follow-up call, if necessary)
The taxable person should report the sale (output) transactions that are or should have been performed under its VAT identification number in the Member State of	Agree
Negative amounts are permitted in the relevant boxes as credit notes need to be reported in the same boxes as the initial invoices to which they relate.	Agree (shown in brackets)

Description	BOX		Transactions to be reported	Tick the box if the transaction has to be reported in your national periodical VAT return (P), annual VAT return (A), other VAT return (O) or not (N)							
	TAXABLE AMOUNT	TAX AMOUNT		TAXABLE AMOUNT				TAX AMOUNT			
				P	A	O	N	P	A	O	N
Standard rate	211	311	Supplies of goods and/or services on which VAT is charged at the standard rate	✓				✓			
			Self-supplies of goods and/or services on which VAT is charged at the standard rate	✓				✓			
Reduced rate(s)	212	312	Supplies of goods and/or services on which VAT is charged at one and/or two reduced rates not less than 5%	✓				✓			
			Self-supplies of goods and/or services on which VAT is charged at one and/or two reduced rates not less than 5%	✓				✓			
Other rates	213	313	Supplies of goods and/or services on which VAT is charged at one or several super reduced rates or 0% is applied (derogations)	✓				✓			
			Self-supplies of goods and/or services on which VAT is charged at one or several super reduced rates or 0% is applied (derogations)	✓				✓			
			Supplies of goods and/or services related to an old standard rate / reduced rate	✓				✓			
IC supplies of goods	22		Supplies of goods exempt from VAT because the goods are transported from a MS to a person liable to VAT on his intra-Community acquisitions of goods in another MS - These supplies have to be reported in the EC Sales List as supplies of goods	✓							
			Deemed supplies of goods exempt from VAT because the goods are transported by a taxable person from a MS to himself in another MS where this person is liable to VAT on the deemed intra-Community acquisitions of goods (transfers) - These supplies have to be reported in the EC Sales List as supplies of goods	✓							
			Supplies of goods by party B in a triangulation transaction (ABC) - These supplies are taking place in the MS of final destination of the goods where the acquirer C is liable for VAT on these supplies - These supplies have to be reported in the EC Sales List with a specific code for triangulation transactions	✓							
IC supplies of services	23		General B2B supplies of services taking place in another MS for which the recipient taxable person (or considered as taxable person because registered for VAT) is liable to VAT in a MS other than the MS of the supplier and that are not exempt from VAT (articles 44 and 196 of the EU Directive) - These supplies have to be reported in the EC Sales List of the supplier as supplies of services	✓							
Export of goods	24		Supplies of goods exempt from VAT because the goods are transported outside the EU by the supplier, by the customer not established in the Member State of departure of the transport, or on their behalf	✓							

<i>Other output transactions than stated above to be currently reported</i>							
<i>Transactions to be reported</i>	<i>High level comments/remarks (this can be further completed/explained in detail during our follow-up call, if necessary)</i>	<i>Tick the box if the transaction has to be reported in your national periodical VAT return (P), annual VAT return (A) or other VAT return (O)</i>					
		<i>TAXABLE AMOUNT</i>			<i>TAX AMOUNT</i>		
		<i>P</i>	<i>A</i>	<i>O</i>	<i>P</i>	<i>A</i>	<i>O</i>

<i>Please indicate which differences exist for established vs non-established taxable persons regarding output transactions (if any) (only high level comments are required, this can be further completed/explained in detail during our follow-up call, if necessary)</i>		
<i>Subject</i>	<i>Rule for established taxable persons</i>	<i>Rule for non-established taxable persons</i>
		<i>No differences between VAT returns submitted by established and non-established taxpayers.</i>

Input transactions

General preliminary remarks	<i>Please briefly indicate the principle in your territory (this will be further completed in detail during our follow-up call, if necessary)</i>
The taxable person should only report the purchase (input) transactions that have taken place (for VAT purposes) in the Member State of reporting.	Y
Negative amounts are permitted in the relevant boxes as credit notes need to be reported in the same boxes as the initial invoices to which they relate.	Y

Description	BOX		Transactions to be reported	Tick the box if the transaction has to be reported in your national periodical VAT return (P), annual VAT return (A), other VAT return (O) or not (N)							
	TAXABLE AMOUNT	TAX AMOUNT		TAXABLE AMOUNT				TAX AMOUNT			
				P	A	O	N	P	A	O	N
Imports of goods	41	51	Importation of goods <u>with</u> deferred payment of VAT - VAT is to be reported as (partially or totally) deductible (if applicable) [and also as due in box 33] in the VAT return of the MS where the importation takes place	✓				✓			
			Importation of goods <u>without</u> deferred payment of VAT - VAT paid at the customs office to be reported as (partially or totally) deductible (if applicable) in the VAT return of the MS where the importation takes place	✓				✓			
			Importation of goods <u>exempt</u> from VAT	✓							
IC acquisitions of goods	42	52	This concerns purchases of goods that are transported from a MS to a person liable to VAT on his intra-Community acquisitions of goods in another MS - VAT is to be reported as (partially or totally) deductible (if applicable) [and also as due in box 33] in the VAT return of the MS where the intra-Community acquisition takes place - The related supplies in the MS of origin have to be reported in the EC Sales List of the supplier as supplies of goods - The purchases of these goods are to be reported in the EC Acquisitions List in some MS of destination	✓				✓			
			This concerns movement of goods that are transported by a taxable person from a MS to himself in another MS where this person is liable to VAT on the deemed intra-Community acquisition of goods (transfers) - VAT is to be reported as (partially or totally) deductible (if applicable) [and also as due in box 33] in the VAT return of the MS where the deemed intra-Community acquisition takes place - The related supplies in the MS of origin have to be reported in the EC Sales List of the supplier as supplies of goods - The movements of these goods are to be reported in the EC Acquisitions List in some MS of destination	✓				✓			
			Purchase of goods by party B in MS 2 in a triangulation transaction (ABC) - The acquisition is taking place in the MS of final destination (MS 3) of the goods where the acquirer C is liable for VAT on the supply made to him by B - The supply by A to B is to be reported in the EC Sales List of the supplier as a supply of goods - The intra-Community acquisition made by B is not subject to VAT	✓							
		52	Purchase of goods by party C in MS 3 in a triangulation transaction (ABC) - The acquisition is taking place in the MS of final destination (MS 3) of the goods where the acquirer C is liable for VAT on the supply made to him by B - The supply by B to C is to be reported in the EC Sales List of B as a supply of goods with a special code for triangulation	✓				✓			

IC purchases of services	43	53	General B2B purchases of services taking place in the MS of submission of the VAT return for which the recipient taxable person (or considered as taxable person because registered for VAT) is liable to VAT and that are not exempt from VAT (articles 44 and 196 of the EU Directive) - VAT is to be reported as (partially or totally) deductible (if applicable) [and also as due in box 33] in the VAT return of the MS where the service takes place - The related supplies have to be reported in the EC Sales List of the supplier as supplies of services - The purchases of these services are to be reported in the EC Acquisitions List in some MS of destination	✓					✓			
Domestic reverse charge	44	54	Purchases of goods and/or services made in the MS of submission of the return for which the recipient in this MS is liable to pay the VAT - This concerns the local reverse charge based on derogations - VAT is to be reported as (partially or totally) deductible (if applicable) [and also as due in box 33] in the VAT return of the MS where the supply takes place	✓					✓			
Other cross-border reverse charge	45	55	Purchases of goods and/or services taking place in the MS of submission of the VAT return for which the recipient taxable person (or considered as taxable person because registered for VAT) is liable to VAT - It concerns any supply of goods and all other services (even exempt from VAT in the MS of submission of the VAT return) than those reported in box 43 - VAT (if any) is to be reported as (partially or totally) deductible (if applicable) [and also as due in box 33] in the VAT return of the MS where the supply takes place	✓					✓			
Other purchases		56	This concerns all other purchases not reported in the other input transactions boxes	✓					✓			
SUBTOTAL	46	57										
Adjustments (+/-)		58	Adjustments of the VAT deducted on e.g. fixed assets: this concerns adjustments in favour of the State (-) or in favour of the taxable person (+)						✓			
			Adjustments of the VAT deducted after review of the provisional pro rata: in (-) if this is in favour of the State or in (+) if this is in favour of the taxable person						✓			
TOTAL		59										

The UK has a domestic reverse charge (DRC) for certain goods only e.g. mobile phones

No separate disclosure of adjustments possible in the UK, the output and input tax boxes are to take into account any adjustments.

Other input transactions than stated above to be currently reported						
Transactions to be reported	High level comments/remarks (this can be further completed/explained in detail during our follow-up call, if necessary)			Tick the box if the transaction has to be reported in your national periodical VAT return (P), annual VAT return (A) or other VAT return (O)		
				TAXABLE AMOUNT		
				P	A	O

Please indicate which differences exist for established vs non-established taxable persons regarding input transactions (if any) (only high level comments are required, this can be further completed/explained in detail during our follow-up call, if necessary)

Subject	Rule for established taxable persons	Rule for non-established taxable persons

Balance - Date - Signature

BOX	Description	To be currently reported in your national periodical VAT return? Yes/No	Please briefly comment (this will be further completed in detail during our follow-up call, if necessary)
61	Net amount of the period = (34) – (59)		
621	VAT credit brought forward from previous period	No	VAT credit is taken in the relevant period and not carried forward.
622	Prepayments made (that can be offset against VAT due or that can be refunded), e.g.:	No	Payments on account could result in an over-payment of VAT in advance, but there is no system for advance payment that can then be off-set against the return which is submitted at a later date.
	- refund of ET14000 prepayment (Belgium);	N/A	
	- paid December prepayment (Belgium);	N/A	
	- monthly prepayments made by quarterly filers;	No off-setting	Cf. Submission tab
	- other (please specify).	N/A	
63	Net VAT amount payable/refundable = (61) - (621) - (622)		
64	Amount claimed for refund (the amount claimed for refund can be the total or a partial amount of the outstanding VAT credit, but national refund rules/practices should be followed)	Yes	Only the total balance on the VAT return can be refunded. Partial refund is not possible. No carry-forward is possible

Please indicate which differences exist for established vs non-established taxable persons regarding the above (if any) (only high level comments are required, this can be further completed/explained in detail during our follow-up call, if necessary)		
Subject	Rule for established taxable persons	Rule for non-established taxable persons

Other information than stated above (not related to output/input transactions - see previous sheets) to be included in your national periodical VAT return (P), annual VAT return (A) or other return (O)	Please briefly comment (this will be further completed in detail during our follow-up call, if necessary)

Corrections

	<i>Proposed standard approach to correcting errors with regard to the common EU standard VAT return</i>	<i>Please briefly indicate whether the provision is in line with your national correction rules or indicate any differences (this will be further completed in detail during our follow-up call, if necessary)</i>
<i>Principles of correcting mistakes and reporting corrections</i>	All errors in the VAT return should be corrected and the correction should be made as soon as the error is detected.	If the net value of errors is < £10,000, then an adjustment to the current VAT return can be made at the end of the return period. Immediate correction should be made for larger errors.
	Only material errors should be disclosed to the VAT authorities (above a certain threshold).	Yes, net errors >£50,000 or between £10,000-50,000 but not exceeding 1% of the net outputs (total value of sales/outputs excluding VAT) (Mistakes below the threshold should be demonstrated by a reduction in the amount in the output tax box)
	Only corrections of errors with regard to under-declared VAT or over-claimed VAT are considered as corrections.	Currently, corrections for under claimed VAT can also be made.
<i>How to correct/discard (form)</i>	Re-filing of the common EU standard VAT return should be possible before the filing due date.	Re-filing of VAT returns is not possible
	If the error is detected after the filing due date, the error has to be corrected in a subsequent VAT return.	Yes
	The common EU standard VAT return cannot be used by Member States to calculate penalties/late payment interest.	UK tax authorities can request VAT returns to support penalties.
<i>Information requirements</i>	All errors need to be corrected in the boxes for the 'normal' transactions to be reported in the VAT return; boxes can show negative amounts.	Yes
	For corrections above a threshold, per period to be corrected, the following information should be disclosed (in separate boxes in the VAT return): - the total amount of under-declared VAT reported in the current period; - the total amount of over-claimed VAT reported in the current period.	These boxes do not exist on a UK VAT return. A separate form is to be filed to disclose corrections above a threshold, including the reference period, the mistake made and the tax amount.
	Only totals per period to which the corrections relate need to be disclosed, no details or explanation should be provided per individual correction.	Details do not have to be provided on the corrections, but may be requested from the tax authorities.
<i>Threshold</i>	The amount of corrections to be taken into account to calculate whether the threshold is reached is the sum of the under-declared VAT and the over-claimed VAT reported in the current period.	Yes - net value of errors currently considered.
	The threshold is exceeded if the above sum is higher than - EUR 50 000 - 1% of the VAT return turnover if < EUR 50 000	The threshold is exceeded if the above sum is - over GBP 50,000 or - between GBP 10,000 and 50,000 but over 1% of net outputs
<i>Submission</i>	The same submission rules apply as for the common EU standard VAT return (because the same form is used).	Different form to VAT return (necessary for errors that exceed threshold) - VAT652 form

<i>Please indicate which correction rules are different for established vs non-established taxable persons (if any)</i>		
<i>Subject</i>	<i>Rule for established taxable persons</i>	<i>Rule for non-established taxable persons</i>

Submission of the VAT return

	Proposed standard approach to correcting errors with regard to the common EU standard VAT return	Please <u>briefly</u> indicate whether the provision is in line with your national submission rules or indicate any differences (this will be further completed in detail during our follow-up call, if necessary)
<i>Submission mode</i>	Only electronic submission	From 1 April 2012, all must be submitted electronically
<i>Submission date</i>	By the last day of the month following the tax period; no delay for e.g. Sundays or national holidays	One month and 7 days following the end of the tax period
<i>Submission period</i>	General rule: calendar month filing for taxable persons	General rule currently in the UK: quarterly filing
	Optional derogation for calendar quarter filing for taxable persons meeting the criteria	Optional rule: Monthly filing can be requested from HMRC for businesses in a repayment position or directed by HMRC.
	The criteria for taxable persons for filing quarterly returns will be finalised after input from your territory:	
	- if you work with thresholds in your territory, please indicate the threshold below which the derogation (i.c. quarterly filing) is possible;	N/A
	- please indicate other criteria applicable in your territory when the derogation is possible/not possible, if any;	
	- what are the rules for switching between the general rule (i.c. monthly filing) and the derogation (i.c. quarterly filing).	HMRC's permission is required to switch from quarterly to monthly returns.
<i>Payment date</i>	The payment due date should be same as the submission due date.	Yes
	Quarterly filers will have to make prepayments by the last day of the first and the second month of the calendar quarter. Prepayments are calculated as 1/3rd of the VAT due over the previous quarter.	Payments on account are required if the taxpayer's total VAT liability exceeds GBP 2.3 million in < 12 months. Payment is required by the last working day of the 2nd and 3rd months of every quarterly VAT period. The balancing payment is made with the VAT return.

Please indicate which submission rules are different for established vs non-established taxable persons (if any)		
Subject	Rule for established taxable persons	Rule for non-established taxable persons

Other VAT return obligations

	<i>Please provide high level clarification and indicate its purpose (e.g. for the tax authorities) (this will be further completed in detail during our follow-up call, if necessary)</i>
Filing/provision of other documents in addition to your periodical VAT return (e.g. annexes to the periodical VAT return other than Intrastat, IC Sales Lists, IC Acquisition Lists or Annual Sales Lists)	NO

<i>Please indicate which other VAT return obligations are different for established vs for non-established taxable persons (if any)</i>		
<i>Subject</i>	<i>Rule for established taxable persons</i>	<i>Rule for non-established taxable persons</i>

Filing mechanism

	Questions	Please briefly indicate the national filing rules for the listed questions (sometimes dropdown lists are available)	High level comments (e.g. are there any restrictions) (this will be further completed in detail during our follow-up call, if necessary)
Platform	How can you file a VAT return form electronically in your Member State? (Please indicate multiple answers if applicable.)	Via an online platform Via installed software	
	- If something else, please indicate in detail how this is done.		
	- In the case of an online platform, please indicate the link where this is to be found and explain in short how this is done.	https://online.hmrc.gov.uk/login?GAREASONCODE=-1&GARESOURCEID=Common&GAURL=https://online.hmrc.gov.uk/home&Reason=-1&APPID=Common&URL=https://online.hmrc.gov.uk/home	Via customs website. You must be registered to use this method
	- In the case of installed software, please indicate the name of the package and explain in short how this is done.	Commercial software installed within the accounting software. Submits the VAT return direct to customs from software.	Many different packages are available, no restrictions
VAT return form	What format can be used to file VAT return forms electronically? (Please indicate multiple answers if applicable)	Web form manually filled in	Single form - VAT 100
	- If something else, please indicate in detail what format is used.		
Authentication & signing	How are businesses assured that their VAT return forms can only be submitted by an authorised individual (e.g. via registration on a platform)?	Registration on the online platform or from internal software	
	Can companies appoint someone else (e.g. a proxyholder) to submit VAT return forms?	Yes	
	Does a person need to authenticate himself/herself for each company before submitting?	Yes	
	How does an authorised individual authenticate himself/herself before submitting?	User ID + password	
	- In the case of user ID and password, how does the process to receive this work?	The agent must: 1. Register to use HMRC online service 2. enrol for the VAT for agents' online service 3. set up authorisation to act on taxpayer's behalf 4. receive authorisation code, which is sent to the business and must then be given to the agent.	
	- In the case of a token or smartcard, please indicate what possibilities there are and describe the process.		
	- If something else, please indicate in detail how the authentication process works.		
Archiving & proof of receipt	When submitting, must the VAT return form be signed electronically?	No	
	- If so, how is this done and what is accepted as signature?		
	When the VAT return form is submitted, are the businesses assured that this is done successfully by means of a proof of receipt?	No	Proof of receipt is received by the agent and forwarded to the client
	- If so, what type of proof of receipt is this and how does this process work?		
	- If so, where and how is the proof of receipt stored?		
	How and where is the submitted VAT return form stored (e.g. is it stored on the platform, is the form downloadable for storage outside the platform, is it available in pdf format, is it stored/available on the platform for a limited/unlimited period of time, etc.)?	Stored on platform or in software before submission	

Please indicate which filing mechanisms are different for established vs for non-established taxable persons (if any)		
Subject	Rule for established taxable persons	Rule for non-established taxable persons
