

REVERSE VAT CHECKLIST

- Identify which of your **contracts** will be subject to Reverse VAT:
 - Where you are supplying construction services to anyone other than an End User
 - Where a VAT-registered business is supplying you with construction services and you are not an End User
- Identify which of your clients are **End Users** and ask them to confirm this in writing
- Let your **commercial clients** know that you are aware of Reverse VAT and will invoice them as appropriate and remind them of your payment terms as cash flow will be increasingly important
- Update your terms and conditions for **domestic consumers**
- Contact your **sub-contractors and suppliers** of construction services to make sure they are aware of Reverse VAT and the impact it may have on their cash flow
- Check your **accounting systems and software** can deal with Reverse VAT
- Update your template **invoices** to refer to Reverse VAT where appropriate
- Consider the impact on your **cash flow** and if you need to take any action, including whether you should move to monthly VAT returns. If you do opt for **monthly VAT returns**, you may not be able to revert to quarterly returns for 12 months
- Check you can log in to your **VAT online account**
- Ensure all your relevant **staff** are familiar with Reverse VAT and how it will operate.

INFORMATION THAT MUST BE INCLUDED ON INVOICES

- A unique identification number
- Your company name in full, address and contact information
- The company name and address of the customer you are invoicing
- A clear description of what you are charging for
- The date the goods or service were provided (supply date)
- The date of the invoice
- The amount(s) being charged
- VAT amount if applicable
- The total amount owed
- A note against the services where Reverse VAT applies and that the customer is required to account for the VAT e.g. **Reverse Charge: Customer to pay VAT to HMRC**