# ***PART 2 M-B –VAT RETURNS (MAKING TAX DIGITAL (MTD) FOR VAT)***

***This part is specifically for use where clients are required to use/ already using/ voluntarily signing up to MTD for VAT only. Where client’s taxable turnover is below the VAT registration threshold use Part 2L-A, unless they are voluntarily opting in to MTD for VAT.***

***This part assumes you are preparing the VAT return and making all submissions to HMRC in relation to MTD for VAT or will require tailoring to your own circumstances.***

***The schedules are not applicable for any businesses based in Northern Ireland which export goods. Please get in touch with ICAS should you require this. \*\*As a result of the UK leaving the EU, requirements included in this schedule may be subject to change. A review should be carried out for any recent changes at the time of issuing the engagement terms \*\****

## SCHEDULE OF SERVICES

This schedule should be read in conjunction with the engagement letter and the terms of business.

1. RESPONSIBILITIES AND SCOPE FOR VAT RETURN SERVICES
   1. **Initial registration**
      1. [We will sign you up for MTD for VAT. [By instructing us to sign up on your behalf you are agreeing to HMRC’s terms of use. This may result in changes that may include changes to deadlines. You will complete HMRC’s sign up process to enable submission of your VAT return]
      2. *[****For new VAT clients and ones that have not previously provided authorisation only****.* You will need to authorise us as an agent on the HMRC portal using your Business Tax Account. This is completed online and you will need your relevant official gateway ID. This authorises HMRC to communicate with us as your agent, although they consider that you should still take ‘reasonable care’ over your tax affairs.]

***The new authorisation process is for new VAT clients only. It is not necessary to re-authorise existing clients for MTD for VAT. If the linking step of the process has been completed online (not paper 64-8) authorisations will be recognised for MTD for VAT purposes.***

* 1. **Recurring compliance work**
     1. We will prepare your MTD for VAT returns on a [monthly] [quarterly] [annual] basis. [The first such return to be prepared by us will be the return for the period ending ……………………… ***insert date***.]

***You will need to agree with the client whether the client is keeping the digital records required under Making Tax Digital for VAT or whether the practitioner is dealing with this aspect or whether responsibility is being shared. Alternative wording is included below, and should be tailored to reflect the particular arrangements with the client.***

* + 1. [We will keep all accounting records to meet the digital record keeping requirements of MTD for VAT. You must ensure that the data provided to us is complete and accurate.]

***Or***

* + 1. [We will] [We will not] check the digital accounting records which you keep to meet the requirements of MTD for VAT and which you provide to us for preparation of the MTD for VAT returns. You may be required to provide us with your data digitally and we will tell you if/ when that is the case. If your software is incompatible with ours we will agree with you an appropriate solution which might include the use of alternative third party functionally compatible software and/or a spreadsheet(s) which satisfy the statutory requirement for digital linkage. Where your digital records are incompatible with our software we may require an additional fee. You must also provide us with confirmation that your digital records are complete and accurate.]
    2. Based on the information you provide to us, we will tell you how much VAT you should pay and when. Where appropriate, we will initiate repayment claims if tax has been overpaid. We will advise on the interest and penalty implications if UK VAT is paid late.
    3. Where appropriate, we will include import VAT from any digital import certificates (postponed VAT accounting) and/or C79s we receive from you.
    4. Where appropriate, we will calculate the partial exemption annual adjustment. This annual adjustment will normally be made in the quarter ending ……………………… ***insert date*** as the tax year for partial exemption purposes ends on ……………………… ***insert date*** .
    5. Where appropriate, we will calculate the annual Capital Goods Scheme adjustment. The adjustment will normally be made in the quarter ending ……………………… ***insert date*** as the interval end date is ……………………… ***insert date***.
    6. We are not responsible for considering or applying for any of the exemptions from MTD for VAT. However, if you feel that you are eligible for exemption, please let us know. We are happy to discuss this and may correspond to HMRC on your behalf if needed, or we can guide you on whom you should contact for this. This may be subject to an additional fee.  ***See guidance on exemptions and relaxations included in*** [***VAT Notice 700/22***](https://www.gov.uk/government/publications/vat-notice-70022-making-tax-digital-for-vat/vat-notice-70022-making-tax-digital-for-vat) ***for further guidance***
    7. We will advise you of any relaxations applicable in relation to the digital records of supplies made and received. ***See guidance on exemptions and relaxations included in*** [***VAT Notice 700/22***](https://www.gov.uk/government/publications/vat-notice-70022-making-tax-digital-for-vat/vat-notice-70022-making-tax-digital-for-vat) ***for further guidance***
    8. We will submit the MTD for VAT return data online to HMRC [after the data to be included therein has been approved] [on the basis of the data provided] ***delete as appropriate***, by you
    9. [We will agree with you any supplementary information to be submitted on a voluntary basis with the MTD for VAT returns prior to submission.]
    10. [Where you are invoice (accruals) accounting for income tax, we will perform an annual reconciliation of VAT outputs to turnover.]
    11. [Ad hoc queries by way of telephone and email enquiries are not routine compliance and may result in additional fees. As indicated below, where appropriate we will aim to discuss and agree additional fees but it may not always be possible to agree these in advance and we reserve the right to charge you an additional fee for these queries.]
  1. **Ad hoc and advisory services**
     1. The scope of our services provided to you will be only as set out above and all other services which we may offer are excluded. If you instruct us to do so, we will provide such other taxation, ad hoc and advisory services as may be agreed between us from time to time. These may be the subject of a separate engagement letter at our option. Where appropriate, we will agree with you a separate fee for any such work you instruct us to undertake. Examples of such work that you may wish to instruct us to undertake include:

1. reconciling VAT outputs with turnover
2. advising on ad hoc transactions
3. reviewing and advising on a suitable partial exemption method to use in preparing the return;
4. dealing with all communications relating to your MTD for VAT returns [Intrastat arrival returns until 31 December 2021] [[non-union MOSS scheme returns] addressed to us by HMRC or passed to us by you;
5. processing import and export declarations including deferred import entries that require postponed VAT accounting (at present we assume that these will be handled by you or your customs agent);
6. making recommendations to you about the use of cash accounting, annual accounting, flat-rate and other suitable methods of accounting for VAT;
7. making recommendations to you about the use of the non-union VAT MOSS (mini one-stop shop) if you supply digital services to consumers in the EU;
8. making recommendations to you about the use of the VAT One Stop Shop (OSS) non-union scheme and/or the VAT Import One Stop Shop (IOSS) with effect from 1 July 2021 if you supply relevant services or goods to consumers in the EU;
9. advice on the VAT liability for consumers outside the UK;
10. providing you with advice on VAT [Excise Duty] [Customs Duty] [Landfill Tax] [Insurance Premium Tax] [Aggregates Levy] [Climate Change Levy].
11. work required to rectify the position where your software is incompatible with our software; and
12. reviewing your record keeping processes and providing advice on potential improvements to enable compliance with the MTD for VAT requirements, including digital links for the transfer of data between different software.

Where the advice is provided in writing, the information provided and the query raised will be set out with our response to you.

* + 1. If specialist advice is required, we may need to seek this from, or refer you to, appropriate specialists.
  1. **Changes in the law, in practice or in public policy**
     1. We will not accept responsibility if you act on advice given by us on an earlier occasion without first confirming with us that the advice is still valid in the light of any change in the law, practice or public policy or in your circumstances.
     2. We will accept no liability for losses arising from changes in the law (or the interpretation thereof), practice or public policy that are first published after the date on which the advice is given.
  2. **Your responsibilities**
     1. You are legally responsible for:

1. ensuring that your returns are correct and complete [and in an appropriate digital format and capture the appropriate level of data];
2. [ensuring your record keeping is compliant with the new requirements for the digital recording [and transfer of] data]
3. filing any returns by the due date; and
4. paying VAT on time.

Failure to do any of these may lead to penalties, surcharges and/or interest.

* + 1. Legal responsibility for approval of the return cannot be delegated to others. You agree to check the returns that we have prepared for you are correct and complete before approving them.
    2. You are no less responsible for estimated amounts included in returns, submitted on the basis of the information provided to and processed by us, than if you had confirmed your approval of the actual amounts in returns.
    3. [Where we are keeping your digital accounts records, you are responsible for providing us with the following information required for us to prepare the records:
* Access to your accounting records
* Sale invoices
* Purchase invoices
* Bank statements
* Details of bank and cash payments
* Details of bank and cash receipts
* Stock and work-in-progress details

We have also agreed that you will provide the following:

* A record of the amounts owed to the business
* A record of amounts owed by the business
* A list of accruals
* A list of prepayments
* Private use adjustments]  
  + 1. To enable us to carry out our work, you agree:

1. that all returns are to be made on the basis of full disclosure;
2. that you are responsible for ensuring that the information provided is, to the best of your knowledge, accurate and complete and that all digital links are in the manner prescribed; the returns are [prepared] [reviewed] solely on the basis of the information provided by you and we accept no responsibility for any liabilities arising due to inaccuracies, omissions or breakdowns in digital links concerning the information that you provide which may lead to a misdeclaration on which penalties and interest may arise;
3. to authorise us to approach such third parties, as may be appropriate, for information we consider necessary to deal with the returns; and
4. to provide us with all the records relevant to the preparation of your [monthly] [quarterly] [annual] returns as soon as possible after the return period ends; we would ordinarily need a minimum of ……………………… ***insert number*** days before submission to complete our work. If the records are provided later or are incomplete or unclear, thereby delaying the [preparation] [review] and submission of the return, we accept no responsibility for any ‘default surcharge’ penalty that may arise; if feasible, we may agree to complete your return within a shorter period but may charge an additional fee of ……………………… ***insert fee*** for so doing.
5. to inform us that you have made the tax payment based on your calculated return
   * 1. You will keep us informed of material changes in circumstances that could affect your VAT obligations. If you are unsure whether the change is material or not please tell us so that we can assess its significance.
     2. You will forward to us HMRC statements of account, copies of notices of assessment, letters and other communications received from HMRC, in sufficient time to enable us to deal with them as may be necessary within the statutory time limits. Although HMRC has the authority to communicate with us when form 64-8 or online authorisation has been submitted, it is essential that you let us have copies of any correspondence received, because HMRC is not obliged to send us copies of all communications issued to you.
     3. You are responsible for bringing to our attention any errors, omissions or inaccuracies in your VAT returns that you become aware of after the returns have been submitted in order that we may assist you to make a voluntary disclosure.

***If a mistake arises, e.g. owing to a software error, or if HMRC commits an error(s) in processing a client’s VAT returns under Making Tax Digital for VAT you should consider the need to issue a new engagement letter covering the work required to deal with the error. The following advice is included in the*** [***Dealing with errors helpsheet***](https://www.icaew.com/technical/tax/pcrt/dealing-with-irregularities) ***in the application of*** [***Professional Conduct in Relation to Taxation***](https://www.icaew.com/technical/tax/pcrt)***:***

***“On occasions it may be apparent that an error committed by HMRC has meant that the client has not paid tax actually due or he has been incorrectly repaid tax. Correcting such mistakes may cause expense to a member and thereby to their clients. A member should bear in mind that, in some circumstances, clients or agents may be able to claim for additional professional costs incurred and compensation from HMRC.*** [***See HMRC’s complaints factsheet***](https://www.gov.uk/complain-about-hmrc)***.”***

* + 1. If you are involved in any other business, or become involved in any other business, you are responsible for ensuring that each business is a single entity for VAT purposes and does not fall within disaggregation provisions. If you do not understand the requirements or require assistance to consider this, please ask us.
    2. [If you are involved with any other business which is not registered for VAT, you are responsible for monitoring your monthly turnover to establish whether you are liable to register for VAT. If you do not understand what you need to do, please ask us. If you exceed the UK VAT registration threshold, and you wish us to assist you in notifying HMRC of your liability to be VAT registered, you must give us clear instructions to assist you in the VAT registration process. You should notify us of your instructions in good time to enable the VAT registration application form to be submitted within the statutory time limit of one month following the month in which you exceeded the VAT registration threshold in force at that time. We will not be responsible if you fail to notify us in time and incur a late registration penalty as a result..]
    3. If you provide digital services to consumers in the EU, you are responsible either for registering for VAT in that Member State, or for registering for the OSS non-union scheme in a Member State.
    4. If EC Sales Lists need to be completed, you are responsible for obtaining all of your customers’ VAT registration numbers in other member states and to check with HMRC any numbers that you are not completely satisfied with.