

Overview of Service

The VAT Reclaims Service enables users to prepare VAT Refund Claims in all European countries. In particular it enables users to:

- enter / upload invoice data that needs to be included in a claim
- review reports of information to be shown in each VAT Refund Claim
- prepare claims ready for submission (application forms and/or invoice lists for each claim)
- export claims in an Excel format
- prepare reports showing the financial status of each submitted Claim

Additional facilities are available, subject to additional fees

Key Features

- **Unlimited Transactions:** Users can prepare any number of claims for any number of companies, each with unlimited transactions
- **Free Setup Facility:** An easy to use guide helps you get set up in minutes
- **Unlimited Users:** You can authorise additional users in blocks of 5. Within each block, individual users can be added or changed each with varied accessibility to give you maximum control and flexibility
- **Ease of Input:** You can input invoices manually invoice by invoice or as a pre-prepared batch. This means that it can be used with virtually any accounts or employee/management expense package. There are also facilities to help with input, such as autocompleting of supplier data and automatic VAT coding
- **Bespoke Reporting:** To maximise control, the service enables reports to be tailored. It also provides an ongoing history of data used
- **Safety:** The structure of each Country's Claim is constantly updated to keep in line with each country's tax legislation. Free data validation tests help ensure that data that you send to us is safe to import
- **Export Submission:** All claims are exportable in Excel, but if you wish to export in an alternative format e.g. XML, CSV, PDF please ask us to quote. Submission can be made via our approved agents if you prefer
- **Management Control:** For tax advisers and tax managers there are extensive controls throughout to help ensure maximise accuracy.

Getting Started

i If you are already registered to use another euVAT service, your Principal user can simply add the Reclaims Licence to your organisation's existing package.

If you are not registered, your first step is to register for the Master Licence by visiting <https://register.euvat.org> and choosing the Reclaims Licence.

When you first register, you will be asked for basic contact details of the Licensee; this does not have to be the organisation for which claims are to be prepared.

Once registered, you as Licensee will be provided with a pro forma invoice. Once payment has been made, your account will be activated.

Pricing

	Price	Description
System Licence *	£2,500	per Year
Additional Users **	£250	per Month
AddOn – Batch Import ***	£10	per batch upload
AddOn – Third Party Access	£10	per client, per month

All prices subject to applicable VAT

- * If another euVAT service licence has been activated, the licence fee is apportioned until the next Renewal Date
- ** Per block of 5, with a minimum duration until the next Renewal Date
- *** Batch import can be performed for both lists of Suppliers and lists of Invoices