



UK

VAT Invoicing Requirements

Last Update: April 2019

VAT rates (%)	
Standard	20
Reduced	5
Increased	n/a

General	In the UK invoices are to be issued within 30 days of the tax point. Where the invoice is issued within 15 days of the tax point, the date of the invoice becomes that actual tax point for VAT purposes.
Specifics	<p>No invoice required if:</p> <ul style="list-style-type: none"> - Customer operates a self-billing arrangement or you issue authenticated receipts - You make a gift of goods on which VAT is due - You sell goods under one of the VAT second-hand margin schemes - Your invoice is only for exempt or zero rated sales within the UK
Language of the invoices	A specific invoice language is not required, but translations can be requested in case of a tax audit.
Invoices in foreign currency	Invoices can be issued and settled in any currency, but the net amount and the VAT amount must be indicated in British pounds. Furthermore, official exchange rates which are published on the Internet at the beginning of each month by HM Revenue & Customs, the British financial administration are to be used. Alternatively, banks cash rates published in British newspapers can be used. On request, another exchange rates (e.g. cash rate of a foreign bank, internal exchange rate for accounting purposes) can also be applied.

Invoicing Requirements
Date of issue of the invoice
Tax point for the supply of goods or services if different from the date the invoice is issued
Sequential invoice number
Name and address of supplier
EU-VAT-ID-No. of supplier or under certain circumstances local VAT number of supplier
Name and address of customer
EU VAT-ID-No. (with country prefix) of customer for intra-Community supplies
EU VAT-ID-No. (with country prefix) of customer for reverse charge supplies
Description of nature of goods supplied/services rendered
Quantity of goods supplied/extent of services rendered
Net amount per item
Unit price of item
Applicable VAT rate
Description of rate of VAT and amount payable, excluding VAT (expressed in any currency)
VAT amount
Amount of VAT chargeable (expressed in British pounds)
Indication that invoice relates to intra-Community supply
Indication that reverse charge applies
Indication that supply is VAT exempt
Amount or percentage of granted discounts together with the terms applicable to the discount (e.g. the prompt payment period)
Where a prompt payment discount is possible and the supplier does not intend to issue a credit note in the event the discount is taken up, the invoice must include a statement confirming that the customer can only recover input VAT to the extent of the payment made to the supplier.

Remarks on invoices	
intra-Community supplies	Either EU legal reference, UK legal reference or an indication that the supply is an intra-community supply of goods and subject to VAT in the country of acquisition. UK legal reference - Zero-rated intra-Community supply of goods under Section 30(8) of the VAT Act 1994 and regulation 134 of the VAT Regulations 1995
Triangulation	Either EU legal reference, UK legal reference or an indication of the Triangular transaction. Example - Disregarded intra-Community supply of goods under Section 14(6) of the VAT Act 1994 and regulation 17 of the VAT Regulations 1995, subject to VAT in the member state of the end customer
Reverse Charge	Reverse charge - "VAT to be paid by the recipient of the services"
Export of goods to non-EU countries	Either EU legal reference, UK legal reference or an indication that the supply is zero-rated as an export of goods - UK legal reference - Zero-rated supply of goods exported to a non-EU country under section 30(8) of the VAT Act 1994 and regulation 129 of the VAT Regulations 1995
Self-billing	Self-Billing

Invoices for small amounts	Invoices for small amounts are possible up to an amount of GBP 250 where customers is not from another EU Member State.
Invoicing Requirements	Name and address of supplier
	VAT number of supplier
	Date of supply of goods/services
	Description of nature of goods supplied/services rendered
	For each applicable VAT rate, the total amount payable, including VAT and the VAT rate

Input VAT refund / deduction	
Travel expenses for own staff	
Accommodation (hotel)	Yes
Meals (for own staff) during a business trip	Yes
Transportation costs (bus, train)	N/A - zero-rated in the UK
Taxi	Yes
Rental car	Yes - Only 50% of the VAT on the hire charge is recoverable
Fuel costs for passenger cars (gas, diesel etc.)	Yes - Where private use for fuel is allowed, a restriction to business milage must be made or ethier apply a output VAT charge (fuel scale charge)
Telecommunication	Yes
Other expenses	
Entertainment expenses (for third parties e.g. customers)	No
Gifts (for third parties, e.g. customers etc.)	Yes - Gift can be of a maximum value of GBP 50 per year to any one person, otherwise output VAT applies to the gift.