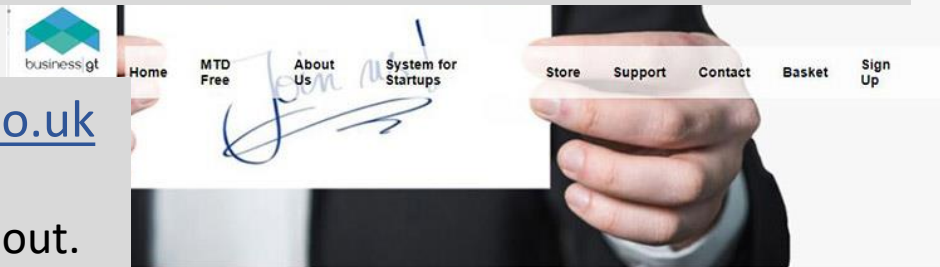# **9 Steps to Filing** a UK VAT return, using the BusinessGT system

First, you need your own dedicated BusinessGT system.
(It is yours: and secure on our servers in Reading.
Don't share your data with any business you don't know).

Go to BusinessGT.co.uk
and sign up:
   No charge to try it out.
   60 days free*

SIGN UP TODAY!

You get your own URL for your system.
You select which sub-domain it is on.
OR
   Have your own main domain name –
contact us for details (it has to be on our servers).
   Tell us your normal email address –
      we will send your URL link,
      username and password

Your business name
(no spaces or illegal chrs)

1

Your preferred user name
(no spaces or illegal chrs)

2

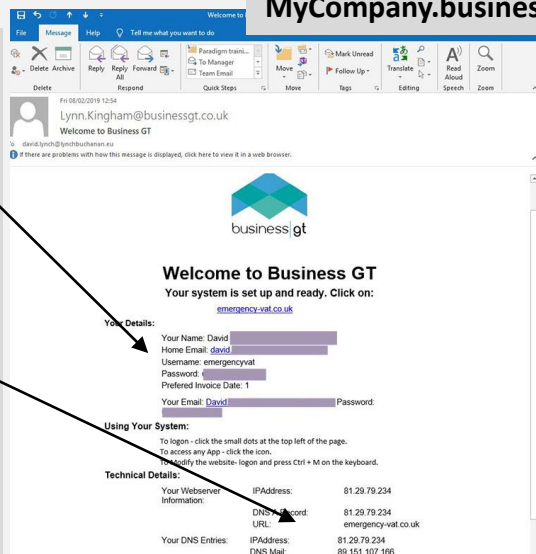For example, your URL will be:
MyCompany.businessgt.co.uk

You will receive an email
within about 2 minutes.
The Email contains your username and
password. These work on the BusinessGT
site *and* your own site .

There is a link to your new site
click it, to get to your site.

With a new site (or if a page is unused for
over 24 hours), the server may need a
few seconds to build your pages:

3

The slider bar: click the dots to **logon** and click into the **VAT manager** pages
All software is Free. Only pay for usage.

Click the VAT icon

4
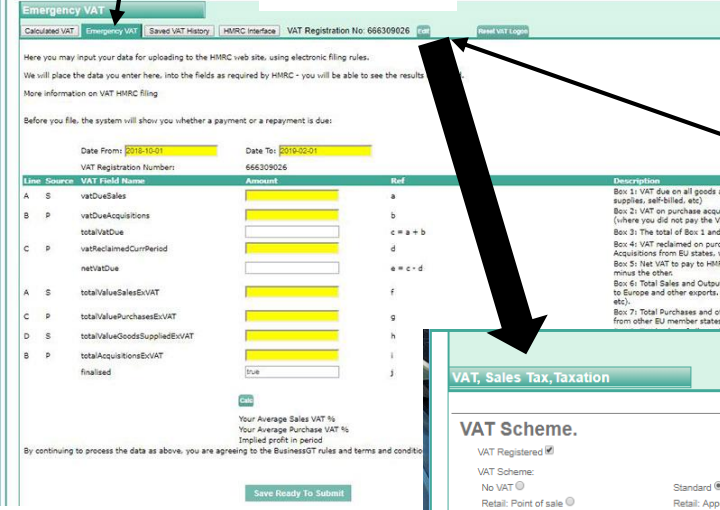
This page controls your direct input VAT return ("emergency VAT").
FIRST – update your VAT information

5
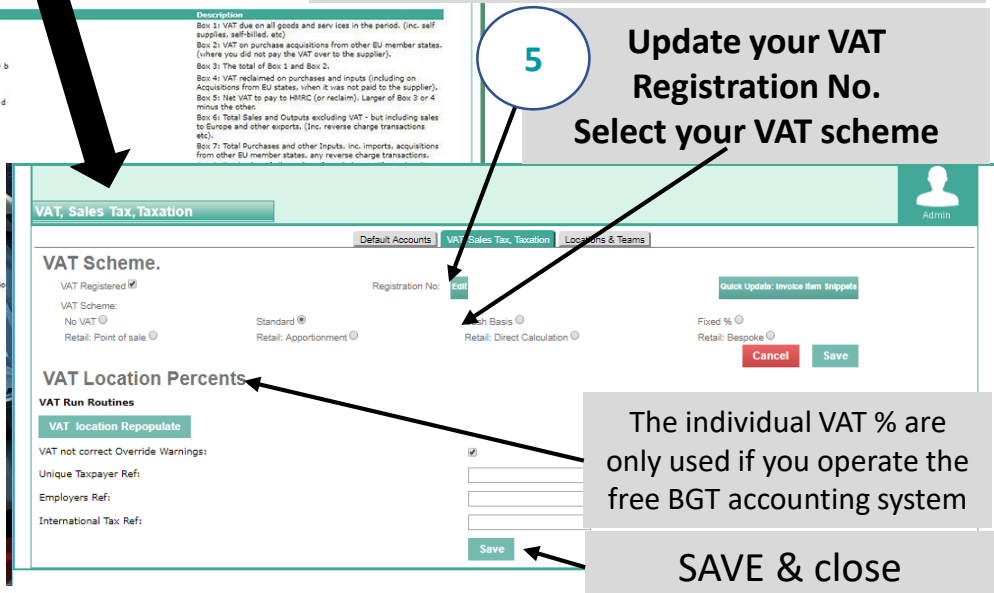
Update your VAT Registration No. Select your VAT scheme

The individual VAT % are only used if you operate the free BGT accounting system

SAVE & close

This is your VAT RETURN data
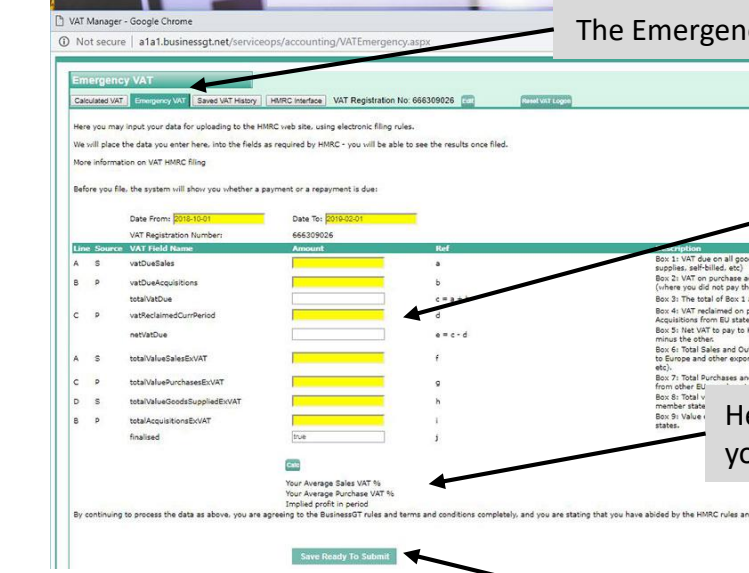
The Emergency VAT tab gets you to the VAT direct input page.

These fields are exactly the same as appear on the current paper or electronic form.

Here we have put some % calculations based on your numbers. This should help to avoid errors

6

When you're ready, **Save** the information. Then: Click on the **Saved History** tab.

Calculated VAT	Emergency VAT	Saved VAT History	HMRC Interface	VAT Registration No: 901261177	Edit	Reset VAT Logon	

Period To	Saved Name	Source	VAT Location	Tax Name	VAT Amount	Excl VAT	Gu...			
01/02/2019	190228 InputVAT	S	1 UK	Standard	£2,000.00	£8,800.00				
01/02/2019	190228 InputVAT	S	2 Europe	Standard	£0.00	£1,200.00	0	Submitted		
01/02/2019	190228 InputVAT	P	1 UK	Standard	-£190.00	-£2,5...	7.54	Submitted		
01/02/2019	190228 InputVAT	P	2 Europe	Standard	-£50.00	-£580.00	8.62	Submitted		
Total	190228 InputVAT			Total: 190228 InputVAT	£1,760.00	£6,900.00			Submit	Analysis	Delete
01/02/2019	190228 InputVATA	S	1 UK	Standard	£4,000.00	£19,351.00	20.67	Submitted		
01/02/2019	190228 InputVATA	S	2 Europe	Standard	£0.00	£999.00	0	Submitted		
01/02/2019	190228 InputVATA	P	1 UK	Standard	-£699.00	-£4,675.00	14.95	Submitted		
01/02/2019	190228 InputVATA	P	2 Europe	Standard	-£321.00	-£555.00	57.84	Submitted		
Total	190228 InputVATA			Total: 190228 InputVATA	£2,980.00	£15,120.00		VAT Payable	Submit	Analysis	Delete

This is your SAVED VAT data

When you are ready to SUBMIT your information to HMRC click SUBMIT

To review the content of your information, click ANALYSIS

7

190228 InputVATA
Computation Status: Submitted ▼

Cancel   Submit To HMRC

If you have not authorised BusinessGT to work for you, this is how – **3 HMRC** pages.
You will need your HMRC logon and password

HMRC pages.

8

You will be sent to the BGT master page – then to your own site

If BGT is pre-authorised your data will be ready immediately

Now your VAT RETURN data is ready for you to send

HMRC VAT Submission

Calculated VAT	Emergency VAT	Saved VAT History	HMRC Submission	HMRC Interface

Totals Dated 01/02/2019
VAT Registration Number: 446423061
From   2018-10-01
To   2019-02-01
£

vatDueSales	4000.00	Box 1: VAT due on all goods and serv ices in the period. (inc. self supplies, self-billed, etc)
vatDueAcquisitions	321.00	Box 2: VAT on purchase acquisitions from other EU member states. (where you did not pay the VAT over to the supplier).
totalVatDue	4321.00	Box 3: The total of Box 1 and Box 2.
vatReclaimedCurrPeriod	1020.00	Box 4: VAT reclaimed on purchases and inputs (including on Acquisitions from EU states, when it was not paid to the supplier).
netVatDue	3301.00	Box 5: Net VAT to pay to HMRC (or reclaim). Larger of Box 3 or 4 minus the other.
totalValueSalesExVAT	20350	Box 6: Total Sales and Outputs excluding VAT - but including sales to Europe and other exports. (Inc. reverse charge transactions et
totalValuePurchasesExVAT	5230	Box 7: Total Purchases and other Inputs, inc. imports, acquisitions from other EU member states, any reverse charge transactions.
totalValueGoodsSuppliedExVAT	999	Box 8: Total value of all supplies of goods (exc VAT) to other EU member states.
totalAcquisitionsExVAT	555	Box 9: Value of all acquisitions of goods (exc VAT) from other EU states.
finalised	true	

Select HMRC Period   From: 2017-04-01 - To:2017-06-30 | Due:2017-08-07 ▼

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

Submit Return

9

SUCCESS!!

HMRC VAT Submission

Calculated VAT	Emergency VAT	Saved VAT History	HMRC Submission	HMRC Interface

Totals Dated 01/02/2019
VAT Registration Number: 446423061
From   2018-10-01
To   2019-02-01
£

vatDueSales	4000.00	Box 1: VAT due on all goods and serv ices in the period. (inc. self supplies, self-billed, etc)
vatDueAcquisitions	321.00	Box 2: VAT on purchase acquisitions from other EU member states. (where you did not pay the VAT ov
totalVatDue	4321.00	Box 3: The total of Box 1 and Box 2.
vatReclaimedCurrPeriod	1020.00	Box 4: VAT reclaimed on purchases and inputs (including on
netVatDue	3301.00	Box 5: Net VAT to pay to HMRC (or reclaim). Larger of Box 3
totalValueSalesExVAT	20350	Box 6: Total Sales and Outputs excluding VAT - but including
totalValuePurchasesExVAT	5230	Box 7: Total Purchases and other Inputs, inc. imports, acquis
totalValueGoodsSuppliedExVAT	999	Box 8: Total value of all supplies of goods (exc VAT) to other
totalAcquisitionsExVAT	555	Box 9: Value of all acquisitions of goods (exc VAT) from othe
finalised	true	

Select HMRC Period   From: 2017-04-01 - To:2017-06-30 | Due:2017

Success! your VAT Return has been completed.
Processing Date: 01/03/2019 08.40:23
Payment Indicator: DD
formBundleNumber: 060877396200

Close

When you submit this VAT information you are making a legal declaration t...   ...laration can result in pro

Submit Return

Saved VAT History

Calculated VAT	Emergency VAT	Saved VAT History	HMRC Interface	VAT Registration No: 446423061	Edit	Reset VAT Logon

Period To	Saved Name	Source	VAT Location	Tax Name	VAT Amount	Excl VAT	Guide %	
01/02/2019	190228 InputVAT	S	1 UK	Standard	£2,000.00	£8,800.00	22.73	
01/02/2019	190228 InputVAT	S	2 Europe	Standard	£0.00	£1,200.00	0	
01/02/2019	190228 InputVAT	P	1 UK	Standard	-£190.00	-£2,520.00	7.54	
01/02/2019	190228 InputVAT	P	2 Europe	Standard	-£50.00	-£580.00	8.62	
Total	190228 InputVAT			Total: 190228 InputVAT	£1,760.00	£6,900.00		
01/02/2019	190228 InputVATA	S	1 UK	Standard	£4,000.00	£19,351.00	20.67	
01/02/2019	190228 InputVATA	S	2 Europe	Standard	£0.00	£999.00	0	
01/02/2019	190228 InputVATA	P	1 UK	Standard	-£699.00	-£4,675.00	14.95	
01/02/2019	190228 InputVATA	P	2 Europe	Standard	-£321.00	-£555.00	57.84	
Total	190228 InputVATA			Total: 190228 InputVATA	£2,980.00	£15,120.00		

- the information is saved in your VAT History