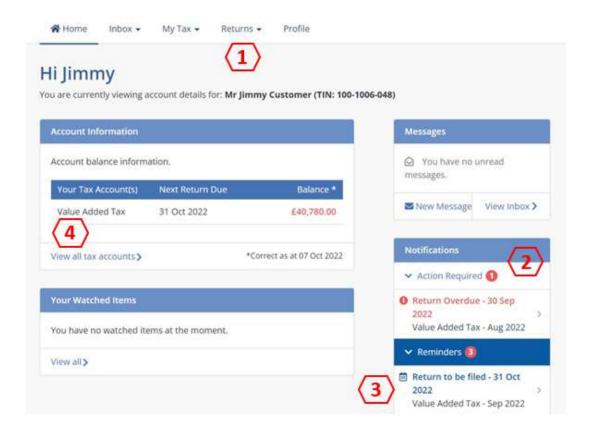
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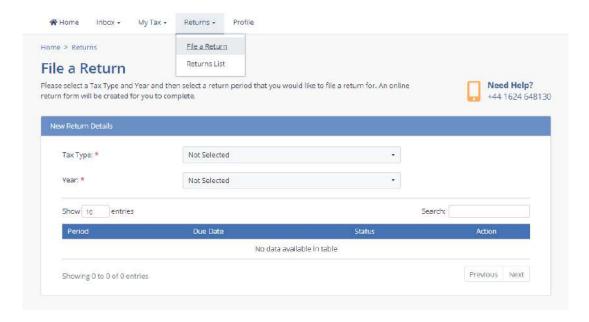
## How to file a VAT return

To file a VAT return log onto your **Online Services** account, then click **Customs & Excise** and select the **Online Portal**.

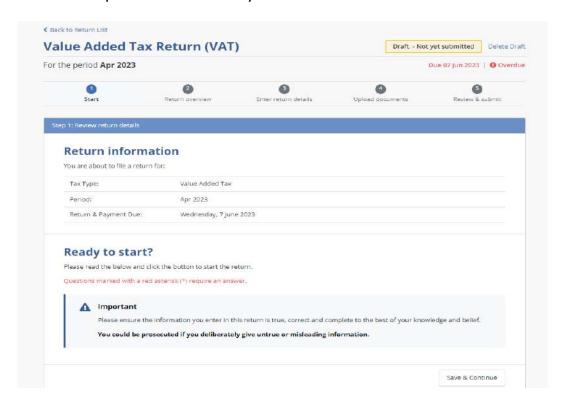
From this, the homepage there are four ways to access returns that need filing.



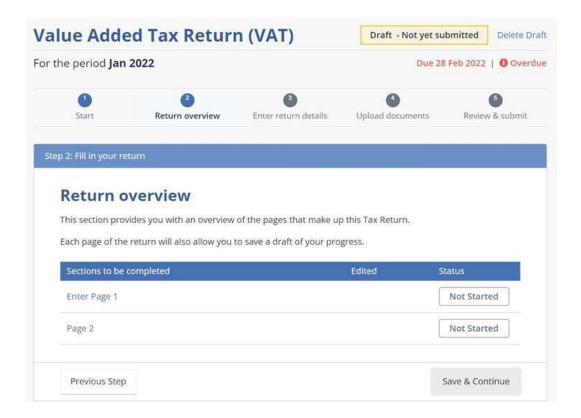
#### Method One - Select Returns and File a Return



Select the **tax type** and **year** from the drop down menus and then select the return you need to complete. This will take you to the **Return Information** screen.

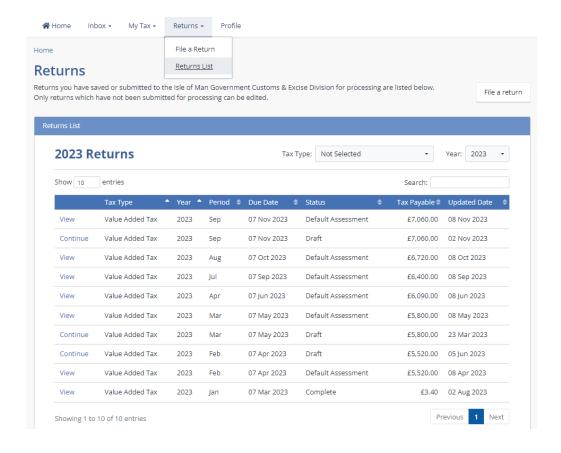


You should confirm that this is the correct period before clicking the **Save & Continue** button. This will take you to the **Return Overview** screen.

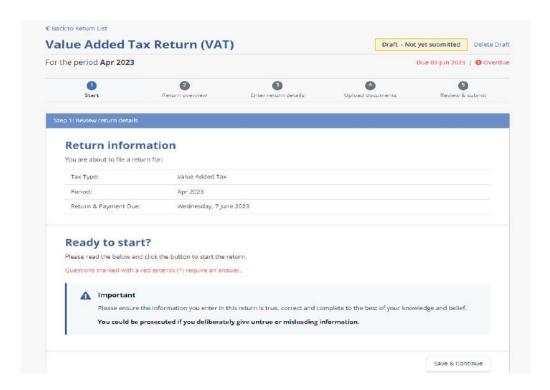


Click **Save & Continue** to open the return.

Selecting the **Returns List** allows you to view all returns for a particular tax type and year as selected.

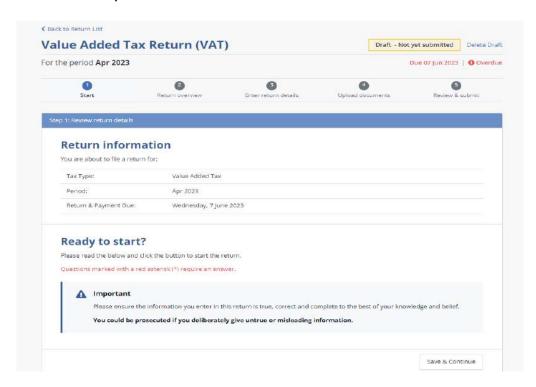


Select the return you need to complete. This will take you to the **Return Information** screen.



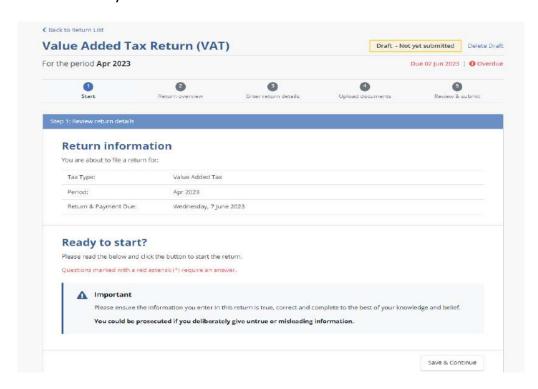
# **Method Two - In Notifications, under Action Required**

This will take you to the **Return Information** screen.



# Method Three - In Reminders, select a due return

This will take you to the **Return Information** screen.

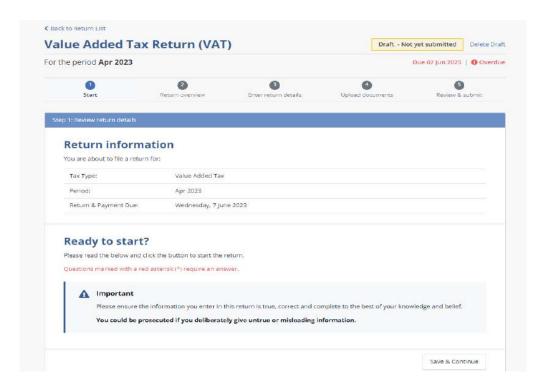


#### Method Four - Click on View all tax accounts



Clicking on **File a Return** and **View all tax accounts** will take you to your tax accounts screen where you can select the period you want to file a return for. If you've started a return but not submitted it, you can return to it as a draft.

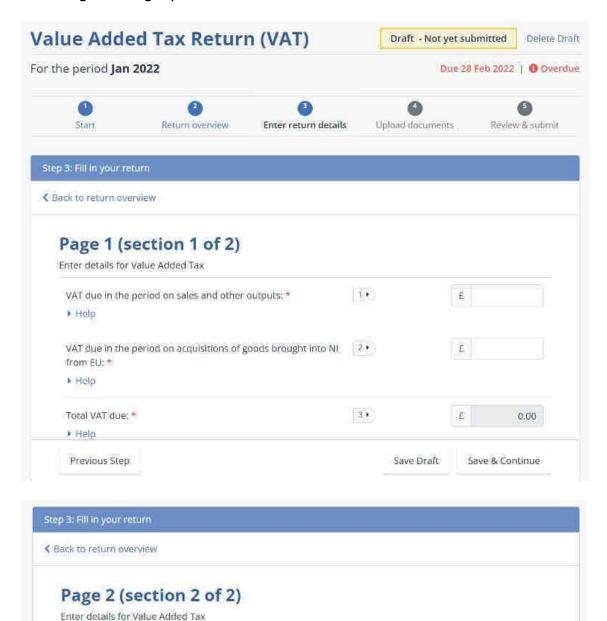
Click on **File Return** for the relevant period. This will take you to the **Return Information** screen.



### **The VAT Return**

Complete **all the fields** on Page 1 as appropriate and then click either **Save Draft** or **Save & Continue**.

If you select **Save Draft** you can come back to the Return later to complete it by accessing it through your Tax Accounts.



£

Save Draft

Save & Continue

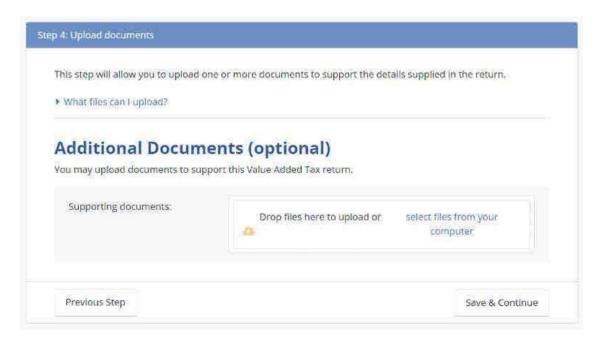
Total value of sales and all other outputs excluding any VAT: \*

• Help

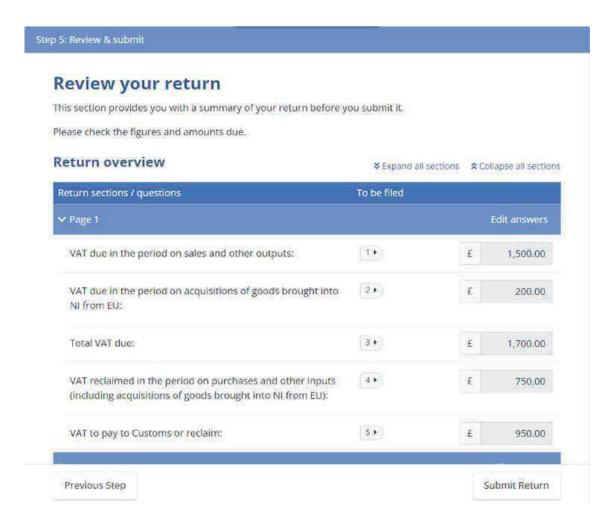
Previous Section

Complete **all the fields** on Page 2 as appropriate and then click either **Save Draft** or **Save & Continue**.

You can upload supporting documents to your return if necessary. You can either "drag and drop" files over the space or click on **select files from your computer** to use File Explorer to find the relevant documents, then click **Save & Continue**.



If you **don't** have any **supporting documents** you need to attach simply click on **Save & Continue** to move to the next screen. You can now review your Return before submitting it.



To **edit** your answers on **Page 1** click on **Edit answers**. To **view and/or edit** your answers on Page 2 scroll down the screen and click on the **arrow** to show the detail you inputted on Page 2 and click **Edit answers** to edit Page 2.

Once you are happy that you have entered all the correct information and uploaded any supporting documents if you have any, scroll down the Review your Return screen to the **Declaration**.

### **Supporting Documents**

· No documents were uploaded to support this return.

## Before you submit this return

Read and agree to the following statement by ticking the checkbox below.



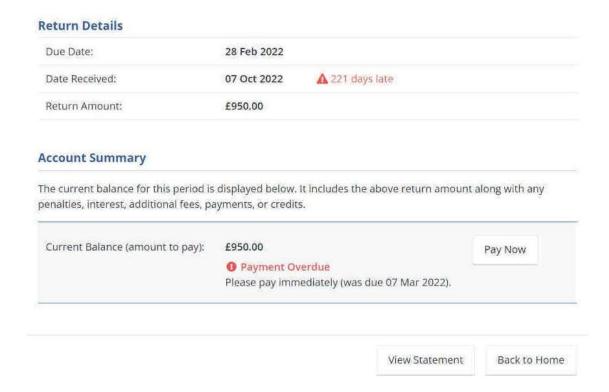
Click the **box** beside **I have read and agree to the declaration** and when you're ready click on **Submit Return**.

You'll get an immediate onscreen response confirming receipt of your Return.



### Your tax return has been received.

Thank you for completing your Value Added Tax Return for Jan 2022.



You can now pay the payment amount immediately or leave this for now, bearing in mind that you may have penalties to pay for late filing of a Return and/or late payment of any overdue amounts.