

VAT return. You still need to instruct your bank to make the transfer and they will be able to advise you of the best electronic means available to you.

Please be aware that many Government revenue departments/divisions have their own separate bank accounts and if you pay money due to Customs & Excise to another division's bank account, e.g. Income Tax, there may be a delay in applying the payment or it might be returned by the recipient.

Please take extra care to ensure that you make payment to the correct bank account.

### Record keeping requirements

Traders are reminded that they are required to keep their VAT business records at least 6 years, unless a shorter period has been agreed with IOM Customs and Excise. This rule applies even where a business has cancelled its VAT registration, as we often carry out a routine VAT inspection of a business following the cancellation of the registration. If keeping your business records for this length of time will cause you a problem, you should contact IOM Customs and Excise for further advice. Additional information can also be found in VAT Public Notice 700/21 "Keeping VAT records".

### Online services

You can submit your VAT Return, EC Sales List and make a payment online. You can also view your previously submitted VAT Return details.

For further details of how to enrol, visit the following web page <http://www.gov.im/treasury/customs/online.xml> To obtain an activation code or to discuss any online services, call 01624 648103 or 648104.

### Online services and paper returns

Anyone who enrolls to use our online returns services will no longer, by default, receive paper returns. Almost half of people who now send their returns in online have already chosen not to receive paper returns. If you submit your returns online and no longer wish to receive a paper VAT return or European Community Sales Lists then you can turn this option off or on using the Administrator option on your online account.

### Online EC Sales List service

A new online EC Sales List service was launched by IOM Customs and Excise on 30 June 2010. This service is automatically available to anyone enrolling, or who has already enrolled for the VAT service. The due date for

submitting the EC Sales List is 21 days from the end of the period if submitting electronically, but only 14 days if submitting a paper form.

### Online VAT Services - VAT Notes Online

Both IOM and HMRC VAT Notes can be viewed online, this includes historic ones. The addresses are:

For IOM VAT Notes: [http://www.gov.im/treasury/customs/notices/vat\\_notes.xml](http://www.gov.im/treasury/customs/notices/vat_notes.xml)

For HMRC VAT Notes: <http://www.hmrc.gov.uk/vat/forms-rates/guidance-news.htm>

### Office hours

Our Advice Centre counter is open Mon-Fri 08:30 to 16:30 hours should you wish to visit us in person. If you prefer to contact us by telephone or e-mail, these same hours provide the best opportunity for us to deal with your enquiry efficiently. Outside of these hours, we cannot guarantee that the right person will be available to answer your call or query immediately and it may therefore be deferred until the next working day.

### New to VAT?

Our VAT Advice Centre is here to help you with any queries you may have. If you are new to VAT, we can also offer one to one advice tailored to your particular business to help you get started and answer any specific questions you may have concerning VAT. If you would like to arrange a one to one meeting, please call the dedicated VAT Advice line below to arrange a meeting.

### Contacting Isle of Man Customs & Excise

Unit	Phone	Email
VAT Advice	648130	
VAT Registration	648120	
VAT Deregistration	648150	
Excise & Customs Advice	648140	
Debt Management	648160	
Assurance Visiting Teams	648170	
Support Services	648180	
General Enquiries	648100	<a href="mailto:customs@gov.im">customs@gov.im</a>
Online Services	648103	<a href="mailto:customsonline@gov.im">customsonline@gov.im</a>
Anti Smuggling	648110	
Customs Hotline	0800 59 5000	
Fax	661725	

Web page [www.gov.im/treasury/customs](http://www.gov.im/treasury/customs)

Address PO Box 6, Custom House, North Quay,  
Douglas, Isle of Man, IM99 1AG



## Isle of Man Customs & Excise

### VAT Notes

#### Items of general interest to Isle of Man Traders No 4 of 2011/2012 included:-

- Travellers bringing tobacco and cigarettes into the UK from the EU
- EC Sales List (ESL) - New ESL threshold - NEW
- Change to submitting Intrastat declarations from April 2012
- Intrastat declarations - Changes to delivery terms codes - NEW
- Intrastat declarations - Net Mass and Supplementary Units - Reminder
- Department of Economic Development - Business Support Scheme - NEW
- Financial difficulties - NEW
- Payment of VAT by electronic means
- Making your payment directly to our bank account
- Record keeping requirements - NEW
- Online services
- Online services and paper returns
- Online EC Sales List service
- Online VAT services - VAT Notes Online
- Office hours - NEW
- New to VAT? - NEW

### A Division of the Isle of Man Treasury

## Travellers bringing tobacco and cigarettes into the UK from the EU

Are reminded that the Minimum Indicative Levels (MILs), used to assist Border officials in determining whether importations of tobacco products from other EU Member States are for own use, will reduce from 3200 cigarettes and 3kgs of smoking (hand rolling) tobacco to 800 cigarettes and 1kg of smoking tobacco on 1 October 2011. These are the guideline quantities at which Border officials may generally start to query whether the goods are for own use only, and the change will act as a deterrent to those who currently bring in quantities between the new and old levels for resale.

However, travellers who genuinely bring back tobacco products for their own use will not be affected.

A detailed Tax Information and Impact Note is available at <http://www.hmrc.gov.uk/thelibrary/tobacco-products.pdf>

## EC Sales List (ESL) - New ESL threshold

From 1 January 2012 monthly ESLs are required if EU supplies of **goods** exceed **£35,000** in the current or four previous quarters. Further information may be found at: <http://www.hmrc.gov.uk/vat/managing/international/esl/reporting-esl.htm> and using the page link heading When to submit your EC Sales List.

## Change to submitting Intrastat declarations from April 2012

If you submit Intrastat declarations (details of your trade in goods with other EU Member States), you need to be aware that changes are being introduced from 1 April 2012.

### Change to monthly deadline

The monthly deadline for submitting Intrastat declarations is being brought forward to the 21st day of the month. This means that your declarations will be due 21 days after the end of the month in which you have EU trade to declare. For example, we must receive your April Intrastat declaration by 21 May.

For further information go to [www.uktradeinfo.com](http://www.uktradeinfo.com) but please note that the mandatory electronic submission of declarations only applies in the United Kingdom. Isle of Man traders should still submit their Supplementary Declarations (SDs) on the paper Intrastat forms provided.

## Intrastat declarations - Changes to delivery terms codes

If you are required to provide delivery terms information then you need to be aware that for Intrastat declarations with a

reference period of January 2012 onwards, there are two new delivery terms codes for Intrastat purposes:

- DAT (Delivered at Terminal) replaces DEQ
- DAP (Delivered at Place) which replaces DAF, DES and DDU

Please remember, you are only required to provide Delivery Terms information on your Intrastat declaration if your trade exceeds the Delivery Terms threshold. The threshold is currently £16,000,000.

Further information and links at <http://hmrc.gov.uk/briefs/vat/brief4411.htm>

## Intrastat declarations - Net Mass and Supplementary Units - Reminder

Please remember to check the commodity code to see if the Net Mass or Supplementary Units are required.

You only need to complete one of these two data fields. Whether you are required to supply Net Mass or Supplementary Units depends on the commodity code.

Where the ICN shows that a Supplementary Unit is required, the appropriate unit must be entered. For all other codes only the Net Mass in kilograms is required. This must be rounded up to the next whole kilogram. Items weighing less than one kilogram should be rounded up to one kilogram.

For further information go to the ICN Homepage at <http://www.uktradeinfo.com/index.cmf?task=icn> where you will also find an Excel spreadsheet of 2011 commodity codes which contains codes, descriptions and requirements of either Net Mass or Supplementary Units.

## Department of Economic Development - Business Support Scheme

The above scheme is operated by the DED on a discretionary basis and seeks to create opportunities for eligible Manx-based businesses by providing links to specialist consultants and financial support. The assistance on offer aims to deliver a complete business solution for any aspect of a business where sufficient knowledge, resources or a combination of both may be lacking. The scheme is not available to any business in financial difficulty which currently has a VAT or ITD debt. However, if you are interested in utilising the scheme to help improve your business, full details are available at <http://www.gov.im/ded/grants/>

## Financial difficulties

Isle of Man Customs and Excise takes a sympathetic and flexible approach to businesses facing temporary financial difficulties. If you are worried about being able to meet your tax liabilities, please get in touch with us to discuss payment options to help you deal with temporary cash flow difficulties.

Our officers will review your circumstances with you and can discuss temporary options tailored to your business needs.

Please get in touch with us as soon as you believe you may have difficulty in making a payment; our telephone number for this service is 648152.

Additional late payment surcharges will not be charged once an agreement has been reached with you provided the agreement is accepted before the debt becomes due, although interest will continue to be payable on those taxes where it applies.

## Payment of VAT by electronic means

Traders who pay their VAT liability electronically (e.g. BACS, CHAPS or Bank Giro Credit Transfer) are reminded that they have an extra 7 calendar days to submit their return and payment.

Please ensure that your payment instruction is made in sufficient time to credit our bank account on or before the 7<sup>th</sup> calendar day, allowing for weekends and bank holidays. For example, if the 7<sup>th</sup> calendar day falls on a Sunday, you should ensure that your instruction has been placed with your bank in sufficient time to credit our account by the 5<sup>th</sup> 'working' day. Also please remember to quote your VAT number as a reference for the payment, so that it can be correctly allocated to your VAT account.

Any payments received after the 7<sup>th</sup> calendar day are late payments and may be subject to default surcharge.

For further advice and guidance please contact our Debt Management Unit on 648160. A Notice entitled 'Electronic Payments' is also available on our website at <http://www.gov.im/treasury/customs/notices/>

## Making your payment directly to our bank account

If you are using the Customs & Excise online facility, there is a credit transfer option which enables you to indicate to us that you intend to instruct your bank to transfer money from your account. Our account details are provided at the end of this option and are also printed on the reverse of your paper