

Registering for VAT Online Services

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Registering for VAT Online Services

Introduction

This guide provides a step by step guide for first time users of the online VAT service.

The online VAT service allows users to:

- Submit VAT returns (with an extended period of 7 calendar days);
- Make payments by debit and credit card;
- Submit EC Sales lists;
- View the submission history of VAT returns and EC sales lists;
- Receive e-mail notifications when the VAT returns are available for completion;
- Receive updates from Customs & Excise in relation to VAT and other indirect tax matters;
- Change postal addresses;
- Print VAT registration certificates (VAT 4).

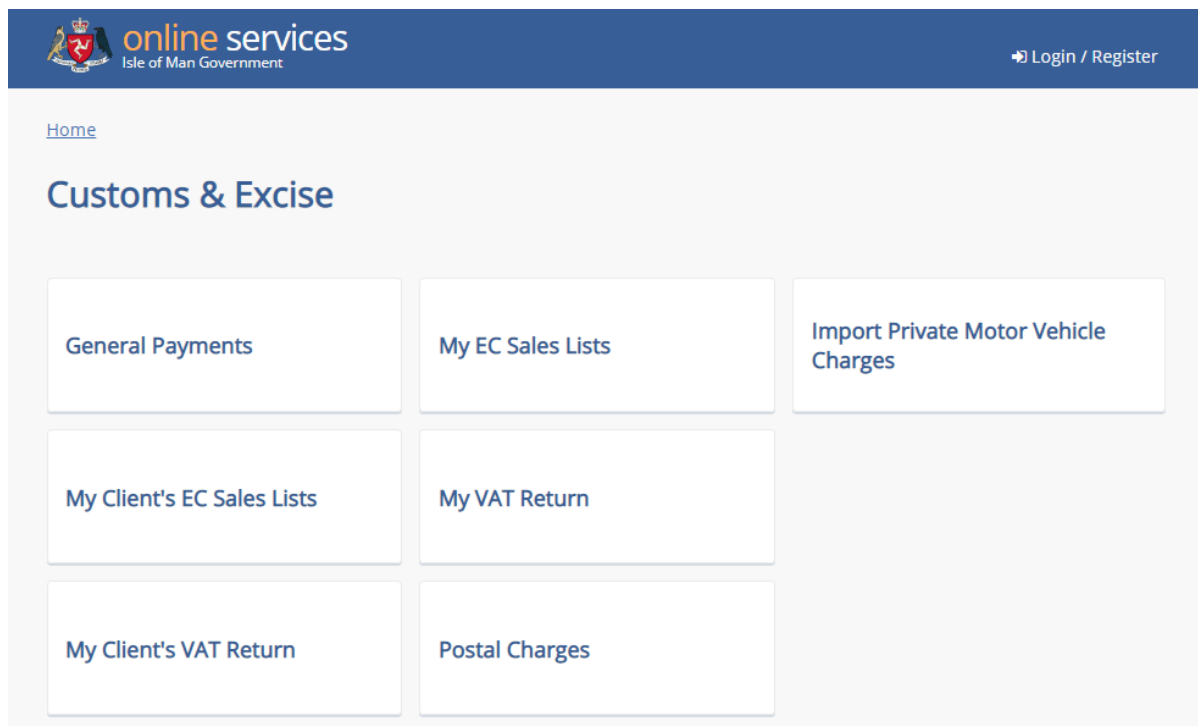
Registering For Online VAT Services

1. From the welcome screen as seen below; select the menu option '**Customs & Excise**'

The screenshot shows the 'online services' portal for the Isle of Man Government. The header includes the logo and 'Login / Register' link. The main content area is a grid of service tiles. The 'Customs & Excise' tile, located in the top row, second column, is highlighted with a red border. It contains the text: 'Submission of VAT returns and EC Sales Lists and making payments'. Other visible tiles include 'Births, Deaths and Marriages', 'Manx National Heritage', 'Building Control', 'Deeds, Probate & Land Registry Document Search', 'Manx Utilities', 'Branded forms', 'Fishing Licences', 'MERA & SSS', 'Cattle Passports', 'Freedom of Information', 'Planning Applications', 'Civil Legal Aid Calculator', 'GUS Lump Sum Calculator', 'Rates Payments', 'Companies Registry', 'Income Tax', 'Student Awards', 'Covid-19', 'Invoice Payments', 'Travel Notification Service', 'Covid-19 Payments', 'Job Search', and 'Vehicles & Driving'.

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- The screen below will appear. You will then need to choose the links '**My VAT Return**' or '**My EC Sales Lists**'. If you are acting as an Agent please refer to the Online VAT services user guide for Agents for more information on using this facility.



The screenshot shows the 'online services' portal for the Isle of Man Government. The header includes the logo and a 'Login / Register' link. The main content area is titled 'Customs & Excise' and contains a grid of service tiles: 'General Payments', 'My EC Sales Lists', 'Import Private Motor Vehicle Charges', 'My Client's EC Sales Lists', 'My VAT Return', 'My Client's VAT Return', and 'Postal Charges'. A 'Home' link is visible in the top left of the content area.

- Click on the '**My VAT Return**' option, you will be presented with the screen below and asked to provide the following information:
 - Your VAT number.**
 - Effective Date of Registration** - this is the date your business was first registered for VAT and can be found on your Certificate of Registration for Value Added Tax.
 - Your activation code** – A letter with this information will have been sent to you but it may have expired in which case you will need to contact us for a new activation code.

If you do not have the above information, please contact us on (01624) 648188 or email online.customs@gov.im and we will be able to assist you.

Once the above information has been entered, be sure to tick the box that says: '**I CONFIRM THAT I HAVE READ, UNDERSTOOD AND AGREE THE TERMS AND CONDITIONS**' and then select the '**Continue**' button. These are the same Terms and Conditions which must be agreed to in order to register with Isle of Man Government Online services Portal and can be found at the end of this guide.

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VAT SERVICES ENROLMENT

To maintain security for your enrolment, please enter your VAT number, Effective Date of Registration (EDR) and your Activation Code in the

 VAT Number (123 4567 89):	<input type="text"/>	*
 Effective Date of Registration (DD/MM/YYYY):	<input type="text"/> <input type="text"/> <input type="text"/>	*
 Activation Code:	<input type="text"/>	*

TERMS & CONDITIONS

Please read carefully the following terms and conditions that apply to using the **Trader VAT Return service**. If you accept the Terms and Conditions then your account will be created but will remain inactive until you accept the terms & conditions.

 www.gov.im is a website managed by the Isle of Man Government.

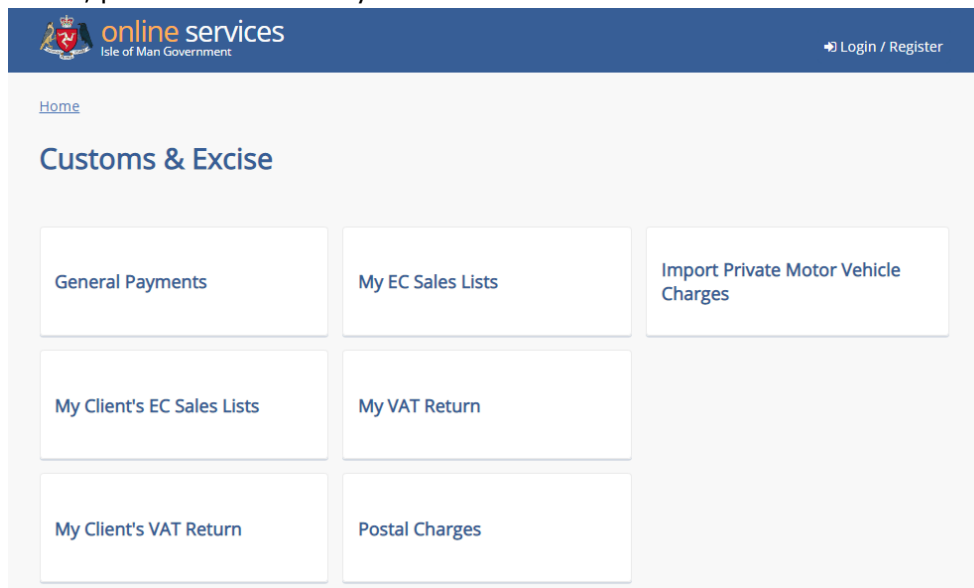
In these terms and conditions 'we' and 'us' mean the Isle of Man Government. References to the Isle of Man Government in these terms and conditions shall be construed in accordance with the laws of the Isle of Man. Any dispute arising under these Terms and Conditions shall be governed by and construed in accordance with the laws of the Isle of Man. Any dispute arising under these Terms and Conditions shall be referred to the arbitration of the Isle of Man Arbitration Centre. Updates and modifications will be made to these Terms and Conditions of Use from time to time. Please ensure you check these Terms and Conditions of Use.

In interpreting these Terms and Conditions of Use:

- ▶ the use of the singular includes the plural and the use of the plural includes the singular;
- ▶ it is not intended that the headings should be taken into account; and
- ▶ an "Associated Business" means a business assisting the Isle of Man government in the provision of the goods and services for which the government is responsible.

I confirm that I have read, understood and agree the Terms and Conditions

4. Click the **'Continue'** option, the screen will revert to the **'Customs & Excise'** online home screen, presented below and you should now be able to use the online VAT service:



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Submitting a VAT Return

1. If you click the option '**My VAT Return**', from the screen above the screen below will be presented to you.

Home > Customs & Excise

Select VAT Return

Your Details
Name: Customs Online Test Account
VAT No.:

Show menu ▾

Period	Due Date	Status	Box 5 Figure	Date Submitted	Partially completed
2016/6	31 Jul 2016	Submitted	0.00	15 Dec 2016	<input type="checkbox"/>
2015/4	31 May 2015	Submitted	0.00	8 Oct 2015	<input type="checkbox"/>
2015/3	30 Apr 2015	Submitted	0.00	7 Oct 2015	<input type="checkbox"/>
2015/2	31 Mar 2015	Submitted	0.00	4 Sep 2015	<input type="checkbox"/>
2015/1	28 Feb 2015	Submitted	0.00	18 May 2015	<input type="checkbox"/>
2014/2	31 Mar 2014	Submitted	0.00	11 Dec 2014	<input type="checkbox"/>
2014/1	28 Feb 2014	Submitted	0.00	11 Dec 2014	<input type="checkbox"/>
2013/12	31 Jan 2014	Submitted	0.00	3 Sep 2014	<input type="checkbox"/>
2013/11	31 Dec 2013	Submitted	0.00	19 Feb 2014	<input type="checkbox"/>
2013/10	30 Nov 2013	Submitted	0.00	19 Feb 2014	<input type="checkbox"/>

2. Select the VAT Period you want to complete by clicking on the underlined period; this will open the return as shown below which looks similar to your paper VAT return. From here you can choose to complete and submit the return either with or without payment or simply just save your return to complete at another time. (If the VAT return has already been saved or submitted, the "£" boxes will already be populated with this information).

Account: Testing

online services

VAT RETURN FOR PERIOD 2014/10

Start Date 1 Aug 2014 End Date 31 Oct 2014 Due Date 30 Nov 2014

Your Details
Name: Testing
VAT No.: 000 0000 00

VAT Details	Box	£	p
VAT due in this period on SALES and other outputs	1		
VAT due in this period on ACQUISITIONS from EC member states other than the U.K.	2		
Total VAT due (the sum of boxes 1 and 2)	3		
VAT reclaimed in this period on PURCHASES and any other inputs, including acquisitions from the EC	4		
Nett VAT to be paid to Customs or reclaimed by you	5		
Totals		£	p
Total value of SALES and all other outputs excluding any VAT	6		00
Total value of PURCHASES and all other inputs excluding VAT	7		00
Total value of all SUPPLIES of GOODS and related services, excluding any VAT, to EC member states from the I.O.M. or U.K.	8		00
Total value of all ACQUISITIONS of GOODS and related services, excluding any VAT, from EC member states to the I.O.M or U.K.	9		00
Total value of SUPPLIES of IOM accommodation or renovation and repair of dwellings subject to VAT at the rate of 5%	10		00


By submitting this return you are declaring that the information on it is true and complete. A false declaration can result in prosecution.

Save

Submit with payment

Submit without payment

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For more information on this screen please click the Information icons  to the left of each line.

- *Note: If you select the '**Save**' option this will only save your current VAT return and it will not be submitted. If you select the '**Submit with Payment**' option then you will be taken through to the payments screen where you can pay via '**BACS Credit Transfer**', '**Credit Card**' or '**Debit Card**'. Selecting '**BACS Credit Transfer**' will provide you with the bank account details to which you should arrange to make payment. If you select the '**Submit Without Payment**' option; then your return will be submitted without payment and will only warn you if payment is due to Customs & Excise. As an Online Services user you have an extra 7 calendar days following the due date if you make your payment electronically. The **Due Date** can be found at the top of the above screen. Please ensure that your payment instruction is made in sufficient time to credit our bank account on or before the 7th calendar day, allowing for weekends and bank holidays.*

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Contacting Us

If you require any further assistance when using the online services, please use one of the contact points below:

- a) Resetting or forgotten login ID or password: (01624) 686111
- b) Requesting an activation code/registration certificate by phone: (01624) 686677
- c) Enquiries can also be sent via e mail to: online.customs@gov.im

Terms and Conditions of Use

www.gov.im is a website managed by the Isle of Man Government.

In these terms and conditions 'we' and 'us' mean the Isle of Man Government. References to the Isle of Man Government in these terms and conditions include, where appropriate, references to any Department or Statutory Board (as defined in the Interpretation Act 1976) and to any person or body of persons holding office under the Crown in right of the Isle of Man.

This website is maintained for your personal use and viewing. Access and use by you of this site constitutes acceptance by you of these Terms and Conditions of Use. This version of the Terms and Conditions takes effect from 1st July 2005.

These Terms and Conditions shall be governed by and construed in accordance with the laws of the Isle of Man. Any dispute arising under these Terms and Conditions of Use shall be subject to the exclusive jurisdiction of the Manx courts.

Updates and modifications will be made to these Terms and Conditions of Use from time to time. Please ensure you check these Terms and Conditions of Use each time you access or use this site.

In interpreting these Terms and Conditions of Use:

- *the use of the singular includes the plural and the use of the plural includes the singular;*
- *it is not intended that the headings should be taken into account; and*
- *an "Associated Business" means a business assisting the Isle of Man government in the provision of the goods and services for which the government is responsible, which businesses include without limitation:*
 - *in respect of development of this site: PDMS Ltd, Global House, Isle of Man Business Park, Cooil Road, Douglas, Isle of Man, IM2 2QZ, British Isles, Tel: 44 (0) 1624 664000 e-mail: enquiries@pdms.com. and*
 - *in respect of hosting of this site: Domicilium (IOM) Ltd, Isle of Man Datacentre, Ronaldsway Industrial Estate, Ballasalla, Isle of Man, IM9 2RS, British Isles, Tel: +44 (0) 1624 825278, e-mail: info@domicilium.com.*