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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.

Home | Inbox | My Tax | Returns | Profile

Hi Jimmy

You are currently viewing account details for: **Mr Jimmy Customer (TIN: 100-1006-048)**

Account Information

Account balance information.

Your Tax Account(s)	Next Return Due	Balance *
Value Added Tax	31 Oct 2022	£40,780.00

[View all tax accounts >](#) *Correct as at 07 Oct 2022

Messages

You have no unread messages.

[New Message](#) [View Inbox >](#)

Notifications

▼ Action Required **1**

- Return Overdue - 30 Sep 2022** [>](#)
Value Added Tax - Aug 2022

▼ Reminders **3**

- Return to be filed - 31 Oct 2022** [>](#)
Value Added Tax - Sep 2022

Your Watched Items

You have no watched items at the moment.

[View all >](#)

Method One – Select Returns and File a Return

The screenshot shows the 'File a Return' screen. At the top, there are navigation tabs: Home, Inbox, My Tax, Returns (selected), and Profile. Below the 'Returns' tab, a dropdown menu is open, showing 'File a Return' (selected) and 'Returns List'. The main heading is 'File a Return'. Below it, there is a sub-heading 'New Return Details'. The form contains two dropdown menus: 'Tax Type: *' and 'Year: *', both currently set to 'Not Selected'. Below these are two input fields: 'Show 10 entries' and 'Search:'. A table with columns 'Period', 'Due Date', 'Status', and 'Action' is shown, but it is empty with the message 'No data available in table'. At the bottom, there is a 'Showing 0 to 0 of 0 entries' message and 'Previous' and 'Next' buttons. On the right side, there is a 'Need Help?' icon and the phone number '+44 1624 648130'.

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.

The screenshot shows the 'Return Information' screen for a 'Value Added Tax Return (VAT)'. At the top, there is a 'Back to Return List' link. The main heading is 'Value Added Tax Return (VAT)'. Below it, there is a 'Draft - Not yet submitted' button and a 'Delete Draft' link. The period is 'Apr 2023' and the due date is 'Due 07 Jun 2023 | Overdue'. A progress bar shows five steps: 1. Start, 2. Return overview, 3. Enter return details, 4. Upload documents, and 5. Review & submit. The current step is 'Step 1: Review return details'. The 'Return information' section shows: 'Tax Type: Value Added Tax', 'Period: Apr 2023', and 'Return & Payment Due: Wednesday, 7 June 2023'. Below this is a 'Ready to start?' section with a 'Please read the below and click the button to start the return.' instruction. A note states: 'Questions marked with a red asterisk (*) require an answer.' An 'Important' box contains the text: 'Please ensure the information you enter in this return is true, correct and complete to the best of your knowledge and belief. You could be prosecuted if you deliberately give untrue or misleading information.' At the bottom right, there is a 'Save & Continue' button.

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

Value Added Tax Return (VAT)

Draft - Not yet submitted Delete Draft

For the period **Jan 2022** Due 28 Feb 2022 | 🔴 Overdue

1 Start
2 **Return overview**
3 Enter return details
4 Upload documents
5 Review & submit

Step 2: Fill in your return

Return overview

This section provides you with an overview of the pages that make up this Tax Return.

Each page of the return will also allow you to save a draft of your progress.

Sections to be completed	Edited	Status
Enter Page 1		Not Started
Page 2		Not Started

Previous Step
Save & Continue

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.

Home
Inbox
My Tax
Returns
Profile

File a Return
Returns List

Returns

Returns you have saved or submitted to the Isle of Man Government Customs & Excise Division for processing are listed below. Only returns which have not been submitted for processing can be edited. File a return

Returns List

2023 Returns

Tax Type: Not Selected Year: 2023

Show 10 entries Search:

	Tax Type	Year	Period	Due Date	Status	Tax Payable	Updated Date
View	Value Added Tax	2023	Sep	07 Nov 2023	Default Assessment	£7,060.00	08 Nov 2023
Continue	Value Added Tax	2023	Sep	07 Nov 2023	Draft	£7,060.00	02 Nov 2023
View	Value Added Tax	2023	Aug	07 Oct 2023	Default Assessment	£6,720.00	08 Oct 2023
View	Value Added Tax	2023	Jul	07 Sep 2023	Default Assessment	£6,400.00	08 Sep 2023
View	Value Added Tax	2023	Apr	07 Jun 2023	Default Assessment	£6,090.00	08 Jun 2023
View	Value Added Tax	2023	Mar	07 May 2023	Default Assessment	£5,800.00	08 May 2023
Continue	Value Added Tax	2023	Mar	07 May 2023	Draft	£5,800.00	23 Mar 2023
Continue	Value Added Tax	2023	Feb	07 Apr 2023	Draft	£5,520.00	05 Jun 2023
View	Value Added Tax	2023	Feb	07 Apr 2023	Default Assessment	£5,520.00	08 Apr 2023
View	Value Added Tax	2023	Jan	07 Mar 2023	Complete	£3.40	02 Aug 2023

Showing 1 to 10 of 10 entries Previous 1 Next

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

The screenshot shows a web interface for filing a Value Added Tax Return (VAT). At the top, there is a navigation bar with a back arrow and the text 'Back to Return List'. The main title is 'Value Added Tax Return (VAT)' in a large, bold font. To the right of the title, there is a yellow box containing the text 'Draft - Not yet submitted' and a link 'Delete Draft'. Below the title, it says 'For the period Apr 2023' and 'Due 07 Jun 2023 | Overdue'. A progress bar at the top shows five steps: 1. Start (highlighted), 2. Return overview, 3. Enter return details, 4. Upload documents, and 5. Review & submit. The main content area is titled 'Step 1: Review return details' and contains two sections. The first section, 'Return information', has the heading 'You are about to file a return for:' followed by three rows of information: 'Tax Type: Value Added Tax', 'Period: Apr 2023', and 'Return & Payment Due: Wednesday, 7 June 2023'. The second section, 'Ready to start?', has the heading 'Please read the below and click the button to start the return.' and a note 'Questions marked with a red asterisk (*) require an answer.' Below this is a light blue box with a warning icon and the text 'Important: Please ensure the information you enter in this return is true, correct and complete to the best of your knowledge and belief. You could be prosecuted if you deliberately give untrue or misleading information.' At the bottom right of the form, there is a 'Save & Continue' button.

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.

Method Two - In Notifications, under Action Required

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

← Back to Return List

Value Added Tax Return (VAT)

Draft - Not yet submitted [Delete Draft](#)

For the period **Apr 2023** Due 07 Jun 2023 | **Overdue**

- 1 Start
- 2 Return overview
- 3 Enter return details
- 4 Upload documents
- 5 Review & submit

Step 1: Review return details

Return information

You are about to file a return for:

Tax Type:	Value Added Tax
Period:	Apr 2023
Return & Payment Due:	Wednesday, 7 June 2023

Ready to start?

Please read the below and click the button to start the return.

Questions marked with a red asterisk (*) require an answer.

Important

Please ensure the information you enter in this return is true, correct and complete to the best of your knowledge and belief.

You could be prosecuted if you deliberately give untrue or misleading information.

[Save & Continue](#)

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.

Method Three – In Reminders, select a due return

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

← Back to Return List

Value Added Tax Return (VAT)

Draft - Not yet submitted Delete Draft

For the period **Apr 2023** Due 07 Jun 2023 | **Overdue**

- 1 Start
- 2 Return overview
- 3 Enter return details
- 4 Upload documents
- 5 Review & submit

Step 1: Review return details

Return information

You are about to file a return for:

Tax Type:	Value Added Tax
Period:	Apr 2023
Return & Payment Due:	Wednesday, 7 June 2023

Ready to start?

Please read the below and click the button to start the return.

Questions marked with a red asterisk (*) require an answer.

Important

Please ensure the information you enter in this return is true, correct and complete to the best of your knowledge and belief.

You could be prosecuted if you deliberately give untrue or misleading information.

Save & Continue

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.

Method Four – Click on View all tax accounts

The screenshot shows the 'Tax Accounts' interface. At the top, there is a dropdown menu set to 'All Tax Accounts'. Below this, there are tabs for 'All Periods', 'Over due Items (8)', and 'Draft Returns (1)'. A summary line indicates 'Showing all tax types for the last 12 months.' with a toggle for 'Include Complete Periods' and a 'Filter Dates' dropdown. The main content is a table with the following data:

Tax Type	Period	Balance	Status	Due Date	Action
Value Added Tax	Oct 2022	£0.00	Return Due	2022-11-30	File Return
Value Added Tax	Sep 2022	£0.00	Return Due	2022-10-31	File Return
Value Added Tax	Aug 2022	£0.00	Return Overdue	2022-09-30	Continue Draft
Value Added Tax	Jul 2022	£6,720.00	Return Overdue	2022-08-31	File Return

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 screenshot shows the 'Value Added Tax Return (VAT)' screen. At the top, there is a 'Back to Return List' link and a 'Draft - Not yet submitted' status with a 'Delete Draft' link. Below this, it says 'For the period Apr 2023' and 'Due 07 Jun 2023 | Overdue'. A progress bar shows five steps: 1. Start, 2. Return overview, 3. Enter return details, 4. Upload documents, and 5. Review & submit. The current step is 'Step 1: Review return details'. The 'Return information' section shows: Tax Type: Value Added Tax, Period: Apr 2023, and Return & Payment Due: Wednesday, 7 June 2023. Below this is a 'Ready to start?' section with a warning icon and text: 'Please ensure the information you enter in this return is true, correct and complete to the best of your knowledge and belief. You could be prosecuted if you deliberately give untrue or misleading information.' At the bottom right, there is a 'Save & Continue' button.

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.

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.

Value Added Tax Return (VAT)

Draft - Not yet submitted [Delete Draft](#)

For the period **Jan 2022** Due 28 Feb 2022 | **Overdue**

- 1 Start
- 2 Return overview
- 3 **Enter return details**
- 4 Upload documents
- 5 Review & submit

Step 3: Fill in your return

[← Back to return overview](#)

Page 1 (section 1 of 2)

Enter details for Value Added Tax

VAT due in the period on sales and other outputs: *	1 ▶	£	<input type="text"/>
▶ Help			
VAT due in the period on acquisitions of goods brought into NI from EU: *	2 ▶	£	<input type="text"/>
▶ Help			
Total VAT due: *	3 ▶	£	<input type="text" value="0.00"/>
▶ Help			

[Previous Step](#) [Save Draft](#) [Save & Continue](#)

Step 3: Fill in your return

[← Back to return overview](#)

Page 2 (section 2 of 2)

Enter details for Value Added Tax

Total value of sales and all other outputs excluding any VAT: *	6 ▶	£	<input type="text"/>
▶ Help			

[Previous Section](#) [Save Draft](#) [Save & Continue](#)

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**.

Step 4: Upload documents

This step will allow you to upload one or more documents to support the details supplied in the return.

[What files can I upload?](#)

Additional Documents (optional)

You may upload documents to support this Value Added Tax return.

Supporting documents:

Drop files here to upload or [select files from your computer](#)

[Previous Step](#) [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.

Review your return

This section provides you with a summary of your return before you submit it.

Please check the figures and amounts due.

Return overview

[Expand all sections](#)
[Collapse all sections](#)

Return sections / questions	To be filed	
Page 1		Edit answers
VAT due in the period on sales and other outputs:	1 ▶	£ 1,500.00
VAT due in the period on acquisitions of goods brought into NI from EU:	2 ▶	£ 200.00
Total VAT due:	3 ▶	£ 1,700.00
VAT reclaimed in the period on purchases and other inputs (including acquisitions of goods brought into NI from EU):	4 ▶	£ 750.00
VAT to pay to Customs or reclaim:	5 ▶	£ 950.00

[Previous Step](#)

[Submit Return](#)

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.

Declaration

I declare that the information given on this return is correct and complete.

Warning: A false declaration can result in prosecution.

I have read and agree to the declaration.

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**.

Return Details

Due Date:	28 Feb 2022
Date Received:	07 Oct 2022  221 days late
Return Amount:	£950.00

Account Summary

The current balance for this period is displayed below. It includes the above return amount along with any penalties, interest, additional fees, payments, or credits.

Current Balance (amount to pay):	£950.00	Pay Now
	 Payment Overdue	
	Please pay immediately (was due 07 Mar 2022).	

[View Statement](#)

[Back to Home](#)

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.