

Beginner's guide to completing your VAT Return online

This guide provides you with some extra assistance when filing your VAT Return online and paying your VAT electronically for the first time.

You'll also find some pictures of the screens in the service to help you to familiarise yourself with the way it works.

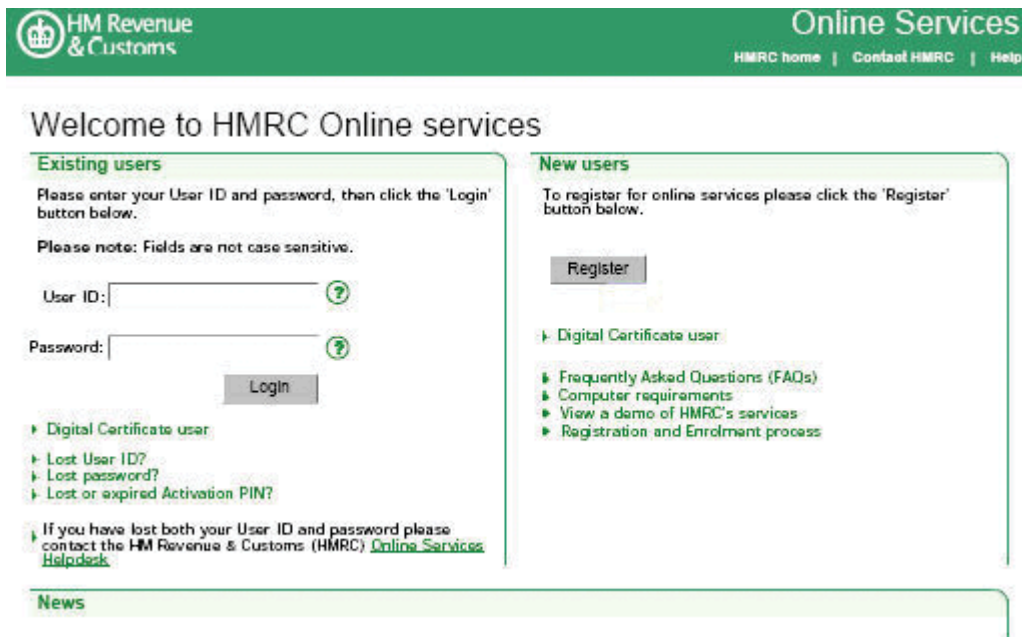
But remember, if you've chosen to use commercial software to file your return, you'll need to speak to your software supplier about how to complete your return and about any problems you may have.

Before you can file your VAT Return online, you must have registered and enrolled for the VAT Online service. If you haven't done this yet, please go to the 'Beginners guide to signing up to use the VAT Online service' at www.hmrc.gov.uk/vat/sign-up-for-online.pdf.

Filing your VAT Return online

Before you start, make sure you have your figures to hand. You will need these to complete your VAT Return online.

1. Go to www.online.hmrc.gov.uk for the 'Welcome to Online services' page.



HM Revenue & Customs Online Services
HMRC home | Contact HMRC | Help

Welcome to HMRC Online services

Existing users
Please enter your User ID and password, then click the 'Login' button below.
Please note: Fields are not case sensitive.

User ID: ?

Password: ?

Login

▶ Digital Certificate user
▶ Lost User ID?
▶ Lost password?
▶ Lost or expired Activation PIN?

▶ If you have lost both your User ID and password please contact the HM Revenue & Customs (HMRC) [Online Services Helpdesk](#)

New users
To register for online services please click the 'Register' button below.

Register

▶ Digital Certificate user
▶ Frequently Asked Questions (FAQs)
▶ Computer requirements
▶ View a demo of HMRC's services
▶ Registration and Enrolment process

News

Go to 'Existing users' and type in your User ID and password. Then click 'Login'.

2. You'll be taken to the 'Your HMRC services' page. Select the 'Access service' link next to 'Submit a VAT return'.

3. You'll be taken to the 'At a glance' page. To file a return, select 'Submit a return' either from within the main page, or from the left-hand menu.

HM Revenue & Customs Online Services

HMRC home | Contact HMRC | Help | Logout

< - Name - >
VAT Registration Number: XXX XXXX XX

▲ Your HMRC services

At a glance

VAT

- ▶ At a glance
- ▶ Submit a return
- ▶ View submitted returns
- ▶ Direct Debit
- ▶ Customer feedback
- ▶ FAQs

Submit a return

To submit a VAT return, please follow the link below.

[Submit a return ▶](#)

To view a list of commercial software products that can be used to submit your VAT return, please follow the link below.

[View a list of available commercial software ▶](#)

View submitted returns

To view details of your previously submitted returns, please follow the link below.

Please note: If there has been a Transfer of Going Concern then you will not be able to view returns submitted prior to the date of transfer.

[View submitted returns ▶](#)

Direct Debit

To set up a Direct Debit Instruction to pay VAT due on your return, please follow the link below. If you wish to pay by this method please ensure that your bank will accept a Direct Debit Instruction for your nominated Bank account.

[Set up Direct Debit Instruction ▶](#)

Change registration details

To request a change to your registration details, please follow the link below.

[Change registration details ▶](#)

Maintain email address

You have not provided an email address to receive reminders to submit your VAT return. You can add an email address by following the link below.

[Add email address ▶](#)

News

The information displayed is relevant to the VAT Registration Number shown below. Please ensure your details are kept up to date.

VAT Registration Number: XXX XXXX XX

The first time you use the VAT Online service, and before you file your first return, you will be asked to set up something known as 'shared secrets'. You only need to do this once. HMRC may use these details to help identify you, if for instance you call the Helpdesk for advice, or if you need to change your address or bank details online. HMRC will never ask you to disclose a complete shared secret, either over the phone or on the website. They will only ask for certain characters from one of your shared secrets.

Shared secrets include:

- your first school
- your last school
- a memorable place
- a memorable name
- a memorable date

Each secret must consist of a minimum of 6 and a maximum of 32 characters, and only characters a-z, A-Z and 0-9 will be accepted. It is important that you remember these details. If you make a note of them, please keep them **secure**.

If you wish, you can set up an online Direct Debit Instruction before selecting the period you wish to file a return for. For more information about this you can go to 'How to pay VAT' at www.hmrc.gov.uk/payinghmrc/vat.htm.

To file a return online straightaway click 'Next'.

4. On the next page click on the box next to the relevant VAT period that you want to file a return for.

5. On the next page scroll down to be able to see Boxes 1 to 9, and then simply fill in the return on-screen, as you would on paper. You'll see that the online return does some automatic calculations for you, reducing the number of boxes you need to fill in.

Tip:

If you need to insert a **negative amount**, put a minus (-) sign before the number.

Once you've completed the return, click ['Next'](#).

6. You are now at the point where you need to double-check your figures and confirm that the details you've entered are correct. (You can't amend the return online after you have submitted it, so it's important to make sure it's right before you submit.)

At this point, if you want to correct any errors, click ['Back'](#).

VAT

- ▶ At a glance
- ▶ **Submit a return**
- ▶ View submitted returns
- ▶ Direct Debit
- ▶ Customer feedback
- ▶ FAQs

Submit a return

Confirm details

Please check that the information below is correct and click 'Submit' to proceed.

When you submit the information below, you are making a legal declaration that the information is correct and complete to the best of your knowledge and belief. **A false declaration can result in prosecution.**

Please note: If your completed return and all the VAT payable are not received by the due date you will be in default and may be liable to a financial penalty.

If you would like to print this information for your records, please use the print facility on your browser.

VAT period

Period: 06 07
 Date from: 01 Jun 2007
 Date to: 30 Jun 2007
 Due date: 31 Jul 2007

Business details

VAT Registration Number: 999 9558 06
 Business name: TESTDATATESTDATE
 Business address: TESTDATATESTDAT
 TESTDATATESTDAT
 TESTDATATEST

VAT return figures

VAT due in this period on **sales** and other outputs (Box 1): **£1050.00**
 VAT due in this period on **acquisitions** from other EC Member States (Box 2): **£0.00**
 Total VAT due (**the sum of boxes 1 and 2**) (Box 3): **£1050.00**
 VAT reclaimed in this period on **purchases** and other inputs, including acquisitions from the EC (Box 4): **£0.00**
 Net VAT to be paid to HM Revenue & Customs or reclaimed by you (**Difference between boxes 3 and 4**) (Box 5): **£1050.00**
 Total value of **sales** and all other outputs excluding any VAT. **Include your box 8 figure** (Box 6): **£7000.00**
 Total value of purchases and all other inputs excluding any VAT. **Include your box 9 figure** (Box 7): **£0.00**
 Total value of all **supplies** of goods and related costs, excluding any VAT, to other EC Member States (Box 8): **£0.00**
 Total value of all **acquisitions** of goods and related costs, excluding any VAT, from other EC Member States (Box 9): **£0.00**

Tip:

You might want to print a copy of your return before you send it to us – use the print facility on your browser. (You don't have to keep a copy - there's an automatic one kept for you on your VAT Online services account.)

To file your return, click '[Submit](#)'.

7. You will then see the '[Security Check](#)' page, where you need to re-enter your User ID and password, then click '[Submit](#)'.

You will then see a '[Submission receipt](#)' page (at very busy times there may be a short delay in this page being displayed). This tells you that HMRC has received your return safely and gives you a submission receipt number. It's a good idea to save or print a copy of the submission receipt page. Select '[Close](#)' once you have printed or stored a copy.

You have now successfully filed your VAT Return online.

Remember, if you file online, then you must **pay your VAT electronically**. For more information about this you can go to 'How to pay VAT' at www.hmrc.gov.uk/payinghmrc/vat.htm.