

COMPLETING THE ONLINE VAT REGISTRATION – A GUIDE FOR OWNERS

The information contained in this Guide is intended solely to provide general guidance for owners registering to reclaim VAT online and the reader accepts full responsibility for its use in that process. In view of the changing nature of laws, rules and regulations, there may be omissions or inaccuracies in the information contained in this Guide. Accordingly, the information in this Guide is provided on the understanding that the BHA are not providing legal, accounting, tax, or other professional advice or services and the Guide should not be used as a substitute for consultation with professional accounting, tax, legal or other competent advisers. Before submitting your application to HMRC or taking any associated action, you are advised to consult the relevant [HMRC's guidance](#) and seek professional advice, as required.

It is important to be aware that the application and impact of laws can vary widely based on the specific facts involved and this Guide is primarily aimed at individuals applying to HMRC for the first time. In the case of other entities (such as Companies, Partnerships, Syndicates and Racing Clubs) the Guide will be relevant, but you should ensure you read all questions fully and provide answers based on your individual circumstances.

Owners can contact the VAT Help Desk at Weatherbys for further confidential guidance and support via BHAVAT@weatherbys.co.uk.

Please note before you get started that if you are applying on behalf of a Partnership or Syndicate, you will need contact details (address) of all Partners/Members in advance in addition to their National Insurance number. Also, please note the order of the questions may vary dependent on your ownership type.

Requirements

As part of your application HMRC will request some information relating to any and all individuals involved in the ownership entity and you should have these to hand before you begin. You may require:

- Full Name/changed name information
- Address
- Date of birth
- National Insurance Number
- P60 details/Payslip (sole owners only)
- UTR (Unique Tax Reference) if known

Setting up your online account

To register online to reclaim VAT click [here](#), before selecting *Register for VAT online*.

To use the online service, you will need a Government Gateway user ID and password. If you do not have a user ID, you can create one by selecting *Create sign in details* before following the relevant steps.

Please be advised that to register online to reclaim VAT you will need to set up an “Organisation” account when prompted (NOT an individual one). This applies to everyone (unless you are an agent), irrespective of whether you are set to register to reclaim VAT as an individual, company or partnership.

Please Note: you may be required to set up two-factor security.

You will be required to choose an application reference and accept the Declaration to continue.



Answer the following questions online, treat the horse as the “business” where it is referenced:

Q – Where does the business have at least one fixed establishment

You are likely to select the business has at least one fixed establishment in the UK or Isle of Man.

Q - What type of business do you want to register for VAT?

Select Sole Trader if you are applying as an individual, UK Company if you are a Company, or Partnership if you are a Partnership or a Syndicate. If you are applying as a Racing Club your type of business will depend on the set up of your entity and you may wish to take professional advice.

Q – What type of Partnership are you registering?

You are likely to select general partnership, but you are advised to check the partnership descriptions.

Q - Is the business applying for the Agricultural Flat Rate Scheme?

You are likely to select No.

Q - Will the business do any of the following activities over the next 12 months?

Read the options, but you are likely to select No.

Q – Whose business do you want to register?

You are likely to select your own.

Q – Why do you want to register the business for VAT?

You are likely to answer “It’s selling goods or services and needs or wants to charge VAT to customers”.

Q – Has the business’s taxable turnover gone over £85,000 in any 12 month period?

Answer according to your circumstances.

Q – Does the business expect to make more than £85,000 in a single month or 30 day period?

Answer according to your circumstances.

Q - Reason for registering – Voluntary

You are likely to select yes.

Verify the business

Complete the “verify the business” section with the information required.

This section will ask for you to enter your UTR. This should be completed, unless you do not have one, at which point you should indicate as such as part of the form.

About You

Complete the “About you” section adding in your personal information, home address and contact details.

In the case of a partnership, this should be the details of the lead partner as decided by the partnership.

About the business

Q – Business details.

If you are applying as a Sole Trader, your trading name will be the same as your name. If you are applying as a partnership or Syndicate you will need to input the partnership name and this is likely to be your trading name.

Q – Principal place of business and contact details

This is the principal place where most of the day to day running of your 'business' is carried out. In the case of a Sole Trader this is likely to be your home address and contact details. In the case of a Partnership this is likely to be the address of the lead partner.

Q – Partners within the partnership

If you are applying as a Partnership you will then be able to enter in the details of your partners. This includes all the members in the case of a Syndicate. The list of partners should be the same as the Ownership entity.

Q – Does the business' activities include the buoying, selling or letting of land or property?

You are likely to answer no.

Q – What does the business do?

You should list your business activity as 'Racehorse Owner'. You may be required to enter this again on the following screen to search for the SIC Code. You should expect to pick the 93191 SIC Code.

Q – Has there been any other business involvement in the past 2 years?

Answer based on your individual circumstances. If you have registered another ownership with HMRC in that time, that is likely to constitute another business.

About your VAT registration

Q - Will the business trade VAT taxable goods with countries outside of the UK?

Answer based on your own individual circumstances, but you are likely to answer no.

Q – Business activities – Description

You should list your business activity as 'Racehorse Owner'. You may be required to enter this again on the following screen.

Q – Are there any other business involvements?

You are likely to select No.

Q – Value of supplies/ taxable turnover

The average taxable turnover is £5,000. You can insert this figure into the box. You can then enter £0 for your zero-rated supplies.



Owners would rarely expect the VAT on their purchases (your horses) to regularly exceed your taxable supplies (your winnings/income) so you are likely to select Yes.

Q – Does the business expect to do any of the following in the next 12 months (sell goods located in NI/ sell or move goods from NI to an EU country)?

You are likely to answer no.

Q – Does the business expect to receive goods in NI from an EU Country?

You are likely to answer no.

Q – Does the business expect to regularly claim VAT refund from HMRC?

You are likely to answer yes.

Q – Bank account details

You should provide bank account details wherever possible.

Q – What do you want the business's VAT start date to be?

You should enter the eligibility date included on the Declaration you have downloaded. It may be the case that you were trading taxable goods or services before this date.

Q – VAT return period

Select a quarterly return period.

Q – Do you want to join Flat Rate Scheme?

You are likely to select No.

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