

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.

Id Requirements

As part of your application HMRC will request some identity documents and you should have these to hand before you begin. You will require:

A copy of one of the following:

- Photo driver's license
- Passport
- A national identity card

And 2 additional items from the following:

- Recent utility bill
- Birth certificate
- Correspondence from the Department for Work & Pensions confirming entitlement to benefits (e.g. pension)
- Mortgage statement
- Lease/rental agreement
- Work permit or Visa

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.

Follow up questions

You will then be asked a series of questions to determine if you can apply online:

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 - 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 - Would you like to apply for a VAT registration exception?

You are likely to select No.

You will then be told "The business must register for VAT using a different service". Select *Use the other service*.

If you are applying as a company you will also be asked "Have you been involved with another business or taken over a VAT-registered business?" and potentially if you intend to own racehorses. You should reach the same point where you can click to use a different service.

Register for HMRC taxes

Q - Tell us the tax or taxes you want to register the business for.

Select VAT.

Q – Type of business.

Select Sole Trader if you are applying as an individual, Corporate body if you applying as 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.

If you are a Partnership you will then select Partnership again on the next screen.

Q – Reason for this application.

If you are registering for VAT for the first time, rather than transferring an existing business (usually in the event of death or retirement of a partner), you will select "Making or intending to make taxable supplies."

About You

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

About the business

Q – Business details.

If you are applying as a Sole Trader, your trading name will be the same as your 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 be your home address and contact details.

About your VAT registration**Q – In the past, in any period of 12 months or less, has the taxable turnover of the business gone over the VAT registration threshold?**

You are likely to select No.

Q – In the next 30 days alone do you expect the taxable turnover to go over the VAT registration threshold?

You are likely to select No.

Q - At any time in the past did you expect the taxable turnover to go over the VAT registration threshold in the following 30 day period?

You are likely to select No.

Q - Reason for registering – Voluntary

You are likely to select "I want to continue with the VAT registration because the business is already making taxable supplies" and add in the date Weatherbys has stamped on your declaration (D1) form.

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

The average of taxable turnover is £5,000. Insert this figure into the box. 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.

You would expect to receive or sell goods from/in Northern Ireland. You are likely to select No.

You would not expect your business to be involved in imports/exports or the transit of goods from/to other countries. You are likely to select No.

Q – Scheme details

You are likely to select "The business does not want to apply for any schemes".



Q – UK bank or building society

Provide details of the bank or building society account you would like your VAT repayments to be transferred to. The name of this account should match the name of the VAT registered entity (i.e. you may not use an account registered to an individual for payments for a Partnership).

Q – VAT return period

Select a quarterly return period.

Q – Partner details

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 list supplied on your D2 form.

Q - Attachments for VAT - Upload attachment

You will need to upload a PDF of the email received from Weatherbys containing your declaration code, effective date and BHA Declaration Signature. You may also upload a PDF of your authorized D1/D2.

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