Appendix B: What rate of VAT to charge?

Is it a donation or a grant? (see appendix C)

Outside the scope of VAT

Have we supplied goods/services to the other party in return for something (normally money)?

External to the scope of VAT

Is it to another University Department?

‘Internal’ No VAT

Is it an export of goods?

See sections 5.2, 5.3, 6.2 and 6.3

Is it a supply of services where the customer is based overseas?

Has the customer given you their EC VAT Number?

Can the goods or services be ‘Zero-rated’? (see para 4.2)

ZERO RATED No VAT

Can the goods or services be ‘Exempt’? (see para 4.1)

EXEMPT No VAT

Is it an item that qualifies for ‘reduced-rate’ VAT? (see para 4.3)

REDUCED RATE VAT charged at 5%

STANDARD RATED VAT charged at 20%

RG (Goods) to ROW No VAT

Is it to a country in the EC? (see appendix A)

Has the customer given you their EC VAT Number?

EZG (Goods) No VAT