

Farm Secretarial Services

Newsletter Issue 3

January 2009

The End of Paper VAT Returns

HM Revenue & Customs plan to phase out paper VAT returns with effect from 1st April 2010, when it is expected that all businesses with an annual VAT exclusive turnover of £100,000 or more will be required to submit their VAT returns electronically and make / receive payments electronically.

Although this is not a requirement until 2010, I would recommend changing over to electronic VAT returns as soon as possible. The benefits of an electronic return are:

- Payment - Arrives in your account sooner than it would if you submit a paper return.
- Easier -automatic calculation of the amount of VAT due.
- Faster - eliminates the worry of postal delays.
- Secure - The VAT online system uses secure communications for all messages sent to and received from you.
- Reliable - You can be sure that your returns have been successfully filed because you get an immediate on-screen acknowledgement and reference number.

As you are a customer of our Secretarial Services, we are able to set up electronic returns for you very easily. All we need is a copy of your latest VAT registration certificate. Please send this in to Sam at the office as soon as possible and he will start the process for you. If you would prefer to set up your registration yourself, you can do so at <https://online.hmrc.gov.uk/registration>.

If we prepare your VAT returns for you, we will be sending you an Agent Authorisation Form shortly. This allows us to continue sending in VAT returns on your behalf once you are registered for electronic returns.

Secretarial Services Referral Scheme

Do you know of somebody who would benefit from our Secretarial Services?
We are offering a £50 One4All gift voucher for any successful* leads!

* Valid until 31st March 2009. A lead is only successful when a 12 month contract is signed. Voucher is a One 4All voucher which can be spent in over 25,000 outlets nationwide. Details at giftvouchershop.co.uk/one4all.asp. Terms and conditions apply, full details available on request. Applies to Green & Kelly Secretarial Services only.

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