



Claim It Back
VAT Refunds



Information Pack

www.vatclaim.co.uk

Thank you for your interest in
Claim It Back VAT Refunds.

We hope that the information in this
booklet is of use and look forward to
the opportunity of working together
to reclaim your VAT.

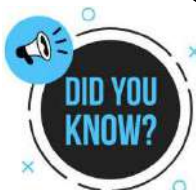
We are a family run company based
in Lincolnshire that specialises in VAT
reclaims for self build clients who
have decided to create their dream
home.

One of the advantages of building or
converting your own home is the
ability under the 'DIY Housebuilders
Scheme' to reclaim VAT on the
building materials you have
purchased. As long as you have built
or converted the property with the
intention of living in it as a main
residence or holiday home then you
are likely to be eligible for a VAT
refund from HMRC.

Reclaiming VAT for clients in England,
Wales, Scotland & Northern Ireland.
We can start the process no matter
what stage your self build is at.



Our Fixed Fee
£395



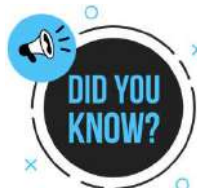
*All applications for a VAT reclaim need to be submitted to HMRC within
3 months of completing the construction work.*

No matter what stage your self build is at we can help.

The sooner our services are instructed the more help we can give throughout your build.

Every client will receive the following service as part of the fixed fee:

- + Sorting all invoices to make sure they are eligible for VAT Reclaim
- + Notifying you if an invoice is incomplete and requires additional information
 - + Emailing a spreadsheet breakdown of all invoices prior to submitting the application for approval
 - + Completion of all paperwork required for your application
- + Checking all invoices and required documentation is correct before submitting the application to HMRC
 - + Backup of all invoices prior to sending to HMRC
 - + Delivery of all paperwork to HMRC by secure delivery
- + Liaise with HMRC throughout your application and answer any queries raised



You can only submit one application for a VAT refund. We only submit the application when all your invoices and paperwork has been completed.

New Builds

+ Houses built on plots of land

+ Properties which have been knocked down and rebuilt

+ Fitting out & finishing a building shell

The VAT reclaim scheme allows self builders to claim back all the VAT on most building materials. Whether you have just started your self build journey or you have recently completed your project you will want to know if you can use the VAT reclaim scheme. HMRC have a strict criteria which all self builders must meet to be able to claim back VAT.

To be eligible you need to answer YES to the following questions

Q) Is the property that you've built a new build?

By new build we mean a building that has been constructed from scratch which does not incorporate any part of an existing building

Or

Has the property been built on the site of a former building?

To qualify you must have demolished the pre-existing building to ground level (you may retain cellars, basement and the 'slab' at ground level).

Q) Has Planning Permission been granted for your new build?

Q) Is the property to be used either by you or your relatives as a family home for residential or holiday purposes.

For more information about eligibility please see our website

www.vatclaim.co.uk



To speed up your application make sure each invoice has your name, suppliers name, address, VAT number & item description.

Conversions

- + Non-residential buildings such as a barn, school or church
- + Houses which have not been occupied for at least 10 years
- + Fitting out & finishing a converted non-residential building



People who have converted a non-residential building or derelict house maybe eligible to claim back VAT on most building materials purchased throughout their self build.

HMRC have a strict criteria which all self builders must meet to be able to claim back VAT on their conversion.

To be eligible you need to answer YES to the following questions

Q) Have you converted a non-residential building into a dwelling?

Examples of non-residential conversions include:

An agricultural building i.e. Barn - Redundant School or Church - Office/Shop

Or

Have you carried out works to a building that's been lived in previously?

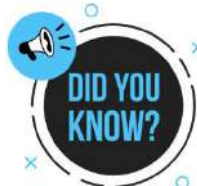
To qualify you must be able to prove that the property has been empty for at least the last 10 years prior to work starting.

Q) Has Planning Permission been granted for your conversion?

Q) Is the property to be used either by you or your relatives as a family home for residential or holiday purposes.

For more information about eligibility please see our website

www.vatclaim.co.uk



Builders & Tradesmen should not charge you VAT on a new build and only 5% on a conversion. You cannot later reclaim VAT incorrectly charged.

Our Process

Below is a rough guide on the process of reclaiming VAT on a self build.



Instruct us to act as your agent

No matter what stage your project is at we will begin by sending you a welcome pack that will include all the information needed to start the process.

Send us your invoices

Once we have been instructed to act on your behalf you will need to send us your original invoices. We will then begin the process of sorting and recording all eligible invoices. We will also check you have been charged the correct VAT and also highlight any issues.



Send us the required documents

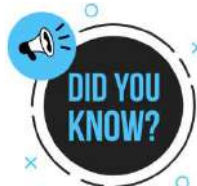
Once your self build has been completed you will need to supply us with a copy of the planning permission, drawings and proof of completion along with any remaining invoices.



Submission of your application

Once we receive signed paperwork and confirmation from you everything is correct we will submit your application to HMRC.

HMRC will pay you direct.



The DIY Housebuilders Scheme covers England, Wales, Scotland & Northern Ireland.

Begin your VAT Refund process with Claim It Back VAT Refunds.

To be able to successfully apply for your VAT refund we will need the following documents:

- + All original invoices & credit notes for which you are claiming a VAT refund.

- + A copy of the Full Planning Permission or Outline Planning Permission & The Approval of Reserved Matters.

- + A Set of Full Approved Building Plans

- + Proof of Completion

- + Signed Instruction to Act form

Documents can be sent to us any time before submitting your application.

If you would like us to act on your behalf please complete the Instruction To Act form which is available in our download section or visit www.vatclaim.co.uk/begin-your-refund

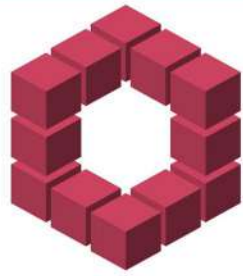
Once you have completed and signed the instruction to act form please return this to us either by post or email. Once we receive the form we will begin setting up an account and start the process of recording eligible VAT invoices.

Our Fixed Fee

£395



Keep all your invoices in a safe place as it can prove costly if you fail to reclaim a large invoice.



Claim It Back

VAT Refunds

You can write to us at:

Claim It Back VAT Refunds

Mercury House

Willoughton Drive

Gainsborough

Lincolnshire

DN21 1DY

Email us at:

info@claimitbackvatrefunds.co.uk

Telephone us on:

01427 839333

www.vatclaim.co.uk