

# Submitting Your VAT Return to HMRC

Last updated: March 24, 2022

## Setting up a New Entity

An **Entity** is a legal body required to pay VAT to HMRC. An **Entity** can contain multiple companies and will be given a **HMRC VAT Registration Number** informing you of its obligation to pay VAT.

**To create a New Entity within Nolan Cloud Services, start by selecting VAT Submission on the NCS Home Page.**



## VAT Submission

License: 1 VAT Entities

Manage your VAT data and submit VAT Returns to  
HMRC through MTD gateway

Now select **VAT Entities** on the left of the screen.

# VAT Submission

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Home



VAT Entities



Financial Companies



Financial VAT Data

You will now be presented with the screen below which details all your current **Entities** registered with NCS.

To create a **New Entity**, click **New**. You will now be faced with the below instructions detailing how to create your **New Entity**.

**Create a new VAT Entity**

**Create**



You must have MTD enabled in your HMRC Account to submit VAT through this service.

1. Enter the details for your new VAT Entity. VAT Registration Number is the 9 numeric digits without any spaces. E.g.

- ✓ **Valid**      123456789
- X **Invalid**    GB 123 456 789
- X **Invalid**    GB 123456789
- X **Invalid**    GB123456789

2. Click the 'Create' button.
3. You will be redirected to HMRC's website where you will be required to login using your HMRC credentials.
4. You will be asked to grant access to Nolan Cloud Services to be able to read and update your VAT details.
5. Once access has been granted you will be redirected back to Nolan Cloud Services and your new VAT Entity.

**Name:**

**VAT Registration Number:**

Once you have completed the above instructions and granted NCS **Authority** to access your VAT details your **New Entity** will be ready and should look like the below.

VAT Entity

**Save** **Delete** **Disable**

**Details**

Name:

VAT Reg Number:

Data Source: Financial Software Data

HMRC Authentication Expiry Date: 17/08/2023

**Financial Software Data**

Fabrikam, Inc.

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Obligations: 22/02/2021 - 17/02/2022

| Period                  | Due Date   | Status    | Received   |
|-------------------------|------------|-----------|------------|
| 01/01/2017 - 31/03/2017 | 07/05/2017 | Fulfilled | 06/05/2017 |
| 01/04/2017 - 30/06/2017 | 07/08/2017 | Open      |            |

Company Data, VAT Period ID:

|                                      |      |
|--------------------------------------|------|
| 1. VAT Due Sales                     | 0.00 |
| 2. VAT Due Acquisitions              | 0.00 |
| 3. Total VAT Due                     | 0.00 |
| 4. VAT Reclaimed Current Period      | 0.00 |
| 5. NET VAT Due                       | 0.00 |
| 6. Total Value Sales Ex VAT          | 0    |
| 7. Total Value Purchases Ex VAT      | 0    |
| 8. Total Value Goods Supplier Ex VAT | 0    |
| 9. Total Acquisitions Ex VAT         | 0    |

**Submit to HMRC**

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Liabilities: 22/02/2021 - 17/02/2022

| Period           | Type | Due Date | Original Amount | Outstanding |
|------------------|------|----------|-----------------|-------------|
| No items to show |      |          |                 |             |

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Payments: 22/02/2021 - 17/02/2022

| Received         | Amount |
|------------------|--------|
| No items to show |        |

Here you can see all the details of your **New Entity**. These include your **Obligations** which detail VAT yet to be **Paid** to HMRC.

Also included are your **Payments** detailing VAT Returns you have **Fully Paid** to HMRC.

To access this screen for an already existing **Entity**, simply select the **Entity** from the list on the **VAT Entities** page shown previously.

This concludes this section.

### **Your Companies**

Nolan Cloud Services keeps a record of each **Company** used to run a **VAT Report**. These can be viewed under the **Financial Companies** option on the left of the screen.

# VAT Submission

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Home



VAT Entities



Financial Companies



Financial VAT Data

This will bring you to the following page listing all your companies which have run a **VAT Report**.

Financial Companies

| <input type="checkbox"/> Company Name   | Company Identifier | Used on VAT Entity | Sub-VAT Entities Enabled |
|---|--------------------|--------------------|--------------------------|
| <input type="checkbox"/>                |                    |                    |                          |
| <input type="checkbox"/> Fabrikam, Inc. | TWO                | Yes                | No                       |
| <input type="checkbox"/>                |                    |                    |                          |
| <input type="checkbox"/>                |                    |                    |                          |
| <input type="checkbox"/>                |                    |                    |                          |
| <input type="checkbox"/>                |                    |                    |                          |

Results per page: 10 
Viewing: 1 - 6 of 6

You will notice that there are options to **Search** for and **Delete** companies from this list should you so wish. There is not however, an option to **Add** new companies to this list. This is because this is done **Automatically** by **GP** each time a **VAT Report** is run.

This completes this section.

### Your VAT Data

Nolan Cloud Services allows you to access and analyse all your **VAT Reports**. Firstly, select the **Financial VAT Data** option on the left of the screen.

# VAT Submission

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Home



VAT Entities



Financial Companies



Financial VAT Data

You can inspect these reports further by **Selecting** them.

This will open the report with further details such as the example below.



## Details

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|                           |                |
|---------------------------|----------------|
| <b>Company Identifier</b> | TWO            |
| <b>Company Name</b>       | Fabrikam, Inc. |
| <b>Period Id</b>          | 2017-Period 3  |
| <b>Date From</b>          | 01/10/2017     |
| <b>Date To</b>            | 31/12/2017     |
| <b>Uploaded By</b>        | sa             |
| <b>Uploaded Reference</b> | GBVATRET       |
| <b>Upload Date</b>        | 14/06/2021     |

### VAT Return Amounts

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|                                      |        |
|--------------------------------------|--------|
| 1. VAT Due Sales                     | 0.00   |
| 2. VAT Due Acquisitions              | 0.00   |
| 3. Total VAT Due                     | 0.00   |
| 4. VAT Reclaimed Current Period      | 20.00  |
| 5. NET VAT Due                       | 20.00  |
| 6. Total Value Sales Ex VAT          | 0.00   |
| 7. Total Value Purchases Ex VAT      | 100.00 |
| 8. Total Value Goods Supplier Ex VAT | 0.00   |
| 9. Total Acquisitions Ex VAT         | 0.00   |

Here you can see details such as the **Period** of the report, when it was **Uploaded** to NCS, and how much VAT was **Due**.

This concludes this section.

### **Submitting your VAT Return**

To **Submit** your **VAT Return**, select the **VAT Entities** option on the left of the screen.

# VAT Submission

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Home



VAT Entities



Financial Companies



Financial VAT Data

This will open the below page listing all your currently registered **Entities** with NCS.

## VAT Entities

Search New Filter Select

| Name           | VAT Reg Number | Authentication Expiry Date |
|----------------|----------------|----------------------------|
| ...            |                |                            |
| ...            |                |                            |
| ...            |                |                            |
| ...            |                |                            |
| ...            |                |                            |
| ...            |                |                            |
| Test Company 2 | 541797518      | 20/08/2021 10:33:00        |
| ...            |                |                            |

Results per page 10 Refresh Viewing: < >

From here, select the **Entity** under which you would like to **Submit** a **VAT Return**

This will open the below screen detailing, among other things, your **Obligations** which is VAT yet to be **Paid** to HMRC.

### VAT Entity

Save Delete Disable

**Details**

Name:

VAT Reg Number:

Data Source: Financial Software Data

HMRC Authentication Expiry Date: 17/08/2023

**Financial Software Data**

Fabrikam, Inc.

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**Obligations: 22/02/2021 - 17/02/2022**

| Period                  | Due Date   | Status    | Received   |
|-------------------------|------------|-----------|------------|
| 01/01/2017 - 31/03/2017 | 07/05/2017 | Fulfilled | 05/05/2017 |
| 01/04/2017 - 30/06/2017 | 07/08/2017 | Open      |            |

Company Data, VAT Period ID:

|                                      |      |
|--------------------------------------|------|
| 1. VAT Due Sales                     | 0.00 |
| 2. VAT Due Acquisitions              | 0.00 |
| 3. Total VAT Due                     | 0.00 |
| 4. VAT Reclaimed Current Period      | 0.00 |
| 5. NET VAT Due                       | 0.00 |
| 6. Total Value Sales Ex VAT          | 0    |
| 7. Total Value Purchases Ex VAT      | 0    |
| 8. Total Value Goods Supplier Ex VAT | 0    |
| 9. Total Acquisitions Ex VAT         | 0    |

Submit to HMRC

**Liabilities: 22/02/2021 - 17/02/2022**

| Period           | Type | Due Date | Original Amount | Outstanding |
|------------------|------|----------|-----------------|-------------|
| No items to show |      |          |                 |             |

**Payments: 22/02/2021 - 17/02/2022**

| Received         | Amount |
|------------------|--------|
| No items to show |        |

To **Submit** your **VAT Return**, **Select** the **Obligation** you wish to **Submit**.

You can see that the **Obligation** we have selected is listed as **Open** under **Status**. This means it is yet to be **Submitted**.

The other **Obligation** is listed as **Fulfilled** which means it has **Already Been Submitted** to HMRC.

Once you have **Selected** the correct **Obligation**, click **Submit to HMRC**.

You will then be faced with a **VAT Submission Declaration** as seen below.

# VAT Submission Declaration

The following information has been collected from devices used to submit this VAT request as part of the requirement for submission to HMRC. Details about this requirement can be found at [HMRC fraud prevention](#).

| Data                           | Value |
|--------------------------------|-------|
| Gov-Client-Connection-Method   |       |
| Gov-Client-Public-IP-Timestamp |       |
| Gov-Client-Public-IP           |       |
| Gov-Client-Public-Port         |       |
| Gov-Client-Device-ID           |       |
| Gov-Client-Timezone            |       |

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

Once this VAT information is submitted to HMRC it cannot be changed.

I confirm that I have read the above legal declaration and have authority to submit this VAT information.

OK

Cancel

Click the above **Tick-box** and then **OK** to finish **Submitting** your **VAT Return**.

Your **VAT Return** has now been **Submitted**. Please be aware that once a **Return** has been **Submitted** to HMRC it cannot be recalled or edited in any way.

This concludes **Section**. If you have any questions please see **FAQ's**.

Once a **Return** has been **Submitted** to HMRC it cannot be recalled or edited.