



## **SELF BILLING SCHEME**

In order to improve the services that Hill McGlynn & Associates Limited provide their suppliers, an arrangement has been approved by HM Customs & Excise for a self-billing scheme.

To participate, please sign and return the enclosed consent form.

**CONDITIONS FOR THE USE OF SELF BILLING SCHEME  
ISSUED BY HM CUSTOMS & EXCISE**

1.	Approval may be withdrawn at any time if your need for Self Billing ceases to exist, any irregularities occur or any of the following conditions are not observed.	
2.	Your suppliers must not issue tax invoices in respect of the transactions covered by your Self Billing Scheme.	
3.	<b>YOU MUST NOT</b>	
	a)	Issue Self billing tax invoices on behalf of unregistered suppliers. If you do so, any input tax deducted will be disallowed because you have no entitlement to it. If you have any reason to doubt the validity of the VAT Registration Number provided by your supplier, you should ask you local VAT office to check it before you issue the Self Billed Tax Invoice.
	b)	Issue documents to your suppliers, other than those required under 4(d) below. These are to be the only invoices issued in respect of the transactions covered by this agreement.
4.	<b>YOU MUST</b>	
	a)	Keep and maintain and up to date list showing the names, addresses and VAT Registration Numbers of all your suppliers covered by the Self Billing Scheme.
	b)	Send a copy of the list to this office with your formal acceptance of these condition;
	c)	Provide Customs & Excise with an up to date list every 12 months;
	d)	Complete the Self Billed “tax invoice” showing the suppliers name, address and VAT Registration Number, together with all the normal details required on a tax invoice (paragraph 50 “The VAT Guide” refers);
	e)	Clearly mark each “tax invoice” with the statement <b>“THE TAX SHOWN IS YOUR OUTPUT TAX DUE TO CUSTOMS &amp; EXCISE”</b>
	f)	Provide a copy of this agreement to all your suppliers covered by the Self Billing Scheme;
	g)	Request your suppliers to notify you immediately if:
	(i)	Their VAT Registration Number is cancelled; or
	(ii)	They are issued with a new VAT Registration Number;

(h)	The main contractor is to obtain in writing and retain for production, at the request of any officer of the Department, the consent of each sub-contractor's undertaking that he will not himself issue a tax invoice or operate the authenticated receipt procedure for any transaction covered by an Approved Self Billing document. If any sub contractor cancels his consent to the Self Billing procedure, by notifying either the main contractor himself or his (the sub contractor's) LVO, then the Departments approval for the Self Billing arrangement will be cancelled in respect of the Sub Contractor.
(i)	When a main contractor sends to the sub contractor the copy of the Self Billed document prepared in his behalf, it is to be accompanied by payment for the supply, including tax. Failure to send payment automatically invalidates the Self Billing procedure; and
(j)	If the amount of the payment accompanying the document is not in full due for the supply described on the document, a reconciliation of the two amounts is to be sent. Were there is a deduction in respect of any agreed "contra" item and this is a taxable supply by the main contractor the sub contractor, the reconciliation is to take the form of a tax invoice from the main contractor to the sub contractor.

If Self Billing approval is withdrawn, the main contractor is to notify the sub contractor(s) concerned immediately, so that alternative tax invoicing arrangements can be made.

The above condition must always be observed.

***You and your Supplier(s) must comply with normal tax point rules in accordance with "The VAT Guide", Chapter V***

Further optional conditions may be imposed, paragraph 64 refers.

Your written confirmation of acceptance of these conditions, together with a list required under 4(b) above, must be sent to this office within 28 days of the above date. You must also confirm, if you have not done so already, that all your suppliers to be covered by Self Billing agree to the scheme. Unless otherwise agreed with Customs & Excise you are not authorised to adopt your Self Billing Scheme until confirmation of these conditions has been received.



## **SELF BILLING SCHEME**

The Self Billing Scheme is an arrangement approved by HM Customs & Excise, whereby you do not issue tax invoices for services supplied to Hill McGlynn & Associates Limited.

Instead, Hill McGlynn will mail to you, on a regular basis, weekly "Self Billing" invoices which will details monies paid for services, including VAT, and will match the payments going into your bank account each pay day. These documents should be kept in a safe place for VAT records and your Company accounting records.

A copy of HM Customs and Excise "Conditions of Use" for the scheme is enclosed for your information and we would particularly draw your attention to the conditions contained in the accompanying Consent Form.

**Please note that Hill McGlynn & Associates Limited will not pay VAT without the signed Consent Form and your VAT Registration Certificate.**



**CONSENT FORM**

I/We confirm my/our agreement to the Self Billing Scheme and Conditions, Specifically:-

(i)	I/We agree not to issue tax invoices in respect of transactions covered by Self Billing Scheme.
(ii)	I/We agree to notify Hill McGlynn & Associates Limited in the event of cancellation of my/our VAT Registration Number.
(iii)	I/We agree to notify Hill McGlynn & Associates Limited of any change of VAT Number.

Name of Company: .....  
(Block Capitals)

Address of Company:.....  
(Block Capitals).....  
.....  
.....

Post Code:.....

Signature on behalf  
of company.....

Signatory Name.....  
(Block Capitals)

Position.....

Date.....