

Enhancements to the VAT 3 Return in ROS

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1 Executive Summary:

This Manual describes two additional features which were added to the VAT 3 Return in ROS in September 2017. These features comprise:

- 1) an option to provide additional information on any unusual expenditure items during completion of the online VAT 3 for that period; and
- 2) a confirmation screen to minimise the risk of filing a VAT 3 which contains errors or omissions.

The operation of these new functions is briefly summarised below.

2 Provision of additional information on unusual expenditure items

This facility provides ROS users with an opportunity to provide a brief description of any unusual or exceptional expenditure items during completion of a VAT Return.

Unusual expenditure items may arise where the T2 value in the period is not in line with the established VAT profile of the business. Such expenditure may include any exceptional business purchases (e.g. vehicles, fittings, equipment, plant and machinery, property, ICT equipment or software, franchise licenses etc.).

Where the expenditure relates to a complex business purchase from multiple suppliers (e.g. the refurbishment of a property), then the user may input a short description and an estimated value to this effect without the necessity for details of each individual line item of expenditure.

The provision of additional information is optional and will enable users to notify Revenue in advance of any items which would otherwise be likely to result in a verification check during returns processing. Should users not wish to avail of this facility, they should simply select the “no” option under the “Unusual Expenditure” section of the VAT 3 in ROS. When the “yes” option is selected, two additional fields will appear on the VAT 3 screen, into which the value (ex-VAT) and a very brief description of the expenditure item(s) may be entered.

While completion of the advance notification fields may help to reduce delays in the processing of claims, Revenue may request supporting documentation in the normal manner irrespective of whether additional information has been provided.

3 New Confirmation Screen

A new "Confirmation Screen" has also been added to the VAT 3 "Sign and Submit" process. This function is intended to minimise the potential for submission of VAT Returns which contain errors or omissions, and which might otherwise necessitate contacts from/to Revenue during returns processing.

Prior to submission, users will be presented with a summary of the payable or repayable balance of the VAT 3 Return for the period, and will be required to confirm that the value shown is correct. Where the value shown is not correct, users may return to the VAT 3 screen and amend as required. Completion of this confirmation process prior to the filing of an online VAT 3 Return is mandatory.

4 Processing in ITP

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