



TAX SYSTEMS



MTD Compliance Portal Group Entities Guide

Version 4.3



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1. Introduction

About this Guide

This guide explains how to create and manage a group entity on the MTD Compliance Portal and includes:

- Add, edit, move, and delete a group entity
- Add, edit, and delete group members
- Authorise a group entity
- Prepare group member VAT Returns
- Consolidate group member VAT Returns
- Finalise and submit the consolidated group VAT Return to HMRC

Technical Support

We provide a technical support help desk for users requiring assistance. The help desk can be contacted by telephone between the hours of 9.00 am and 5.30 pm, Monday to Friday excluding public holidays.

If you require help or further information, please contact the support team on:		
UK:	Tel: +44(0) 1784 777 666	Email: support@taxsystems.com
Ireland:	Tel: +353 (0) 1661 9976	Email: support@taxsystems.ie

2. What is HMRC's definition of a VAT Group

The following information has been taken from HMRC's guidance on [Group and divisional registration \(VAT Notice 7000/2\)](#), last updated on 26th November 2019.

VAT group registration

VAT grouping is a facilitation measure by which 2 or more eligible persons can be treated as a single taxable person for VAT purposes. Eligible persons are bodies corporate, individuals, partnerships and Scottish partnerships, provided that certain conditions are satisfied (see [section 2.2](#)). Bodies corporate includes companies of all types (see [section 10](#)) and limited liability partnerships.

How group registration works

A group of eligible persons may apply to be treated as a single taxable person for VAT purposes. The registration is made in the name of the representative member, who is responsible for completing and rendering the single return on behalf of the group.

Whilst the representative member is responsible for paying the VAT or receiving any repayment due, all the eligible persons are jointly and severally liable for any VAT debts. Supplies between group members are normally disregarded for VAT (see [section 7](#) for details of when supplies are not disregarded).

What are the essential features of group registration?

- The representative member accounts for any tax due on supplies made by the group to third parties outside the group – this is particularly helpful if your accounting is centralised
- As the group is treated as a single taxable person, you do not normally account for VAT on goods or services supplied between group members
- You submit a single VAT Return for the whole group

Other features of group registration

- You will need to make sure that the representative member has all the necessary information to submit a VAT Return for the group by the due date.
- All members of the group are jointly and severally liable for the tax due from the representative member.
- The partial exemption de minimis limits apply to the group as a whole and not the members individually [see Partial exemption \(VAT Notice 706\)](#).
- Partially exempt groups can adopt practical or regulatory structures within the UK without incurring additional VAT costs – for example, setting up a service company that employs all staff, and operates the procurement, finance, human resources and other functions on behalf of all the companies in the VAT group.
- The limit for voluntary disclosures of errors on past returns also applies to the group as a whole [see paragraph 5.10](#).
- The cash accounting limits apply to the group as a whole and not to the members individually.

- The payment on account limits will apply to the group as a whole and not to the members individually [see paragraph 5.9.](#)
- The general rules on the personal use of business assets apply equally to VAT group registrations. See [VAT Guide \(VAT Notice 700/2\)](#) for further information.
- If you have group members with fixed establishments in more than one location, that make supplies to other members of the VAT group, you may need to make a calculation in connection with section 43(2A) of the VAT Act 1994 [see section 7.](#)
- If you have establishments (for example branches or head offices) overseas then you will need to be aware of the Skandia judgment and how it impacts on intra-group supplies [see section 8.](#)

3. What is the Group entity feature?

The Group entity feature allows you to set up a Group entity that includes a Group representative and a number of Group members. The individual VAT Returns for the group representative and each group member can then be prepared. Once completed, these can be consolidated into a single VAT Return that can be submitted to HMRC on behalf of the group.

The Group representative and Group members will be able to calculate and complete their VAT Returns via the MTD Compliance Portal using AlphaVAT or the AlphaBridge template or upload features.

- The Group entity feature is only available to **AlphaVAT customers**.
- In order to create Group entities, you will need to ensure that your business has acquired the necessary **AlphaVAT licences** for Group representatives and members to be created.
- AlphaBridge customers will need to **upgrade** to AlphaVAT in order to use the Group entity feature.
- It is **not possible** to use the Demo entity feature, to create a Group entity.

TAX SYSTEMS

Entity management + Add new entity

+ Add new entity
Add folder
Move to
Delete
Assign user
Showing 14 of 19
Show folders
Hide folders

VAT entity	Folder	Next obligation period	Next obligation due	Status
<input type="checkbox"/> JOET HELP CUSTOMER				...
<input type="checkbox"/> Malone Trading				...
<input type="checkbox"/> Malone Trading Group (group)	/Malone Trading	Qtr to Jun 2017	07/08/2017	Awaiting members
<input type="checkbox"/> Malone Trading Group	/Malone Trading	Representative member		Prepare
<input type="checkbox"/> JM Bikes	/Malone Trading	Group member		Prepare
<input type="checkbox"/> JM Cars	/Malone Trading	Group member		Prepare
<input type="checkbox"/> JM Driving School	/Malone Trading	Group member		Prepare

4. Managing Group entities

To create a new group entity, you must first add the group representative and provide your authorisation for HMRC to interact with the portal on behalf of your group entity. Once this has been done, you will then be able to add the group members. In accordance with HMRC's definition of a VAT Group (see section 2), your group entity must contain at least one group member in addition to the group representative.

As with single entities, you can edit, move and delete your group entity. You can also edit and delete group members from a group entity. The Group entity dashboard (see section 6) allows you to track the progress of your group members, in preparing their individual VAT Returns. These can then be consolidated into a single VAT Return that can be submitted to HMRC on behalf of the group.

Before you begin, you may wish to create a folder for your group entity. If you have user permissions to do this, you can create your folder from the Entity management screen by clicking on the **Add folder** button, typing in the **folder name** and selecting **Save**.

Add a new group representative entity

When creating a new group entity, you will first need to add your Group representative and provide the mandatory information. Mandatory fields are marked with an asterisk (*).

Once you have created your Group representative entity and authorised it, you will then be able to add your group members.

1. From the Entity management screen, select **Add new entity**.
2. Click on the Licence type drop down list and select **AlphaVAT – Group representative**.
3. Type in the **Entity name**.
4. Type in the Entity's 9-digit **VAT Registration number**.

Care should be taken when typing in the VRN, since this cannot be changed once the entity has been created. If you make a mistake, you will need to delete the entity and create it again.

5. Select the **folder** that you would like your entity to reside in.
6. Type in the **Principal place of business** (e.g. London).
7. You may also add a short name for the entity, change the VAT Group name (which defaults to your entity's name) and you can select the month that the VAT year starts. These fields are not mandatory and can be left blank.

8. You can now choose the following:

- **Add entity:** This will add your new entity into the portal and take you back to the Entity management screen. You will then be able to authorise it at a later time.
- **Add and authorise entity:** This will add your entity to the portal and automatically initiate the authorisation process (see section 8).
- **Cancel:** This will cancel the creation of the Group entity.

Edit a group

From the Entity management screen, click on your **Group entity name** and the Group entity dashboard will be displayed.

1. Click on **Edit entity**, located in the top right-hand corner of the screen and the *Edit entity* dialog will appear.
2. You can change the VAT group name, the Principal place of business and select/change the month that your Group's VAT year starts. If you wish to move your entity to a different folder location, you do this by selecting the folder from the drop-down list.

You **cannot change the VAT registration number**. If this is incorrect, you will need to delete the group and create it again.

Items marked as * are mandatory

VAT group name* Malone Group

VAT registration number* GB 669955165

Add to parent folder* Documentation / Group Entities

Principal place of business * London

VAT year start Select month

ADD GROUP MEMBERS

Group members (3)	Member type
Malone Group	Representative member

+ Add group members

Cancel Update entity

3. You can edit your Group members details by clicking on the **group member's name**.

A pop-up will appear allowing you to change the group member's name and add/change their short name. Once you have made your changes click on **Save member**.

VAT group name Malone Trading Group

Group member* Malone Trading Group

Entity short name Shorter name or acronym for reference

Include in group return from Select

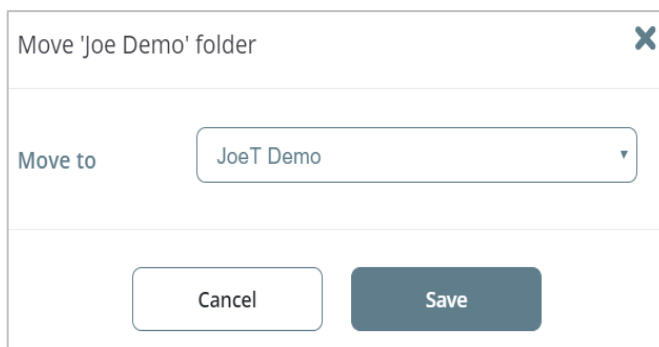
Cancel Save member

4. You can add additional group members, by clicking on the **Add group members** button (see section 7).
5. Once all of your changes have been made click on **Update entity**.

Move a group entity

There are two ways to move a group entity. You can move an entity by editing the entity, selecting a different folder for the entity to reside in and saving your changes. Or you can use the Move feature on the Entity management screen, as follows:

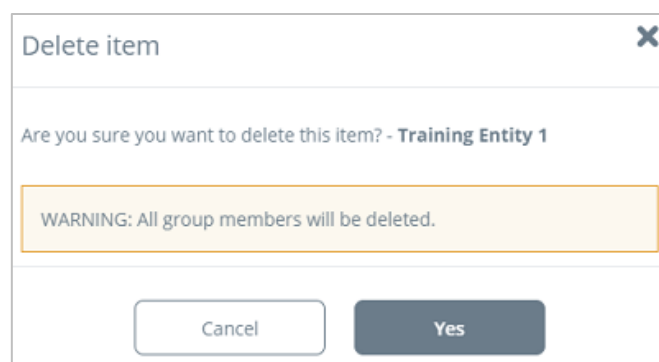
1. From the Entity management screen, locate the group entity you want to move and check the **tick box** to the left of the group entity's name.
2. Click on the **Move to** button.
3. The *Move folder* dialog box will appear allowing you to select the folder you want to move your entity into, from the **drop-down list**. Choose your **folder**.
4. Click on **Save** to move your entity or you can **Cancel** the move request.



Delete a group entity

From the Entity management screen:

1. Locate the group entity that you want to delete and check the **tick box** to the left of the group entity's name.
2. Click on the **Delete** button.
3. The *Delete item* dialog box will appear giving you the option to delete the group entity by selecting **Yes** or you can **Cancel** the delete request.



IMPORTANT: When you delete a group entity, all of the group members will also be deleted.

Change the Group's representative member

If the Groups representative member changes, you will need to delete your current group entity on the portal and create a new group with the new Representative member's details. You will then need to register your authorisation with HMRC and create the additional Group members required.

For more information on changes in the group's circumstances, see HMRC's guidance on [Group and divisional registration \(VAT Notice 700/2\) section 6](#).

5. Authorise your Group representative entity

If you are in the process of adding your Group representative entity, select **Add and authorise entity**. If you have previously chosen to add the entity without authorising it, click on the **group entity** from the Entity management screen and select **Authorise**.

IMPORTANT: You will not be able to add members to your group until you have authorised your group entity.

1. The authorisation wizard displays your entity name and VAT registration number. Click on **Next**.

The screenshot shows a wizard titled "Authorise the MTD Portal to access the business tax account". It has a progress bar with three steps: 1. Verify VAT entity (active), 2. Authorise, and 3. Authorisation complete. Below the progress bar, a table displays the entity details:

Entity name	Malone Group
VAT registration number	607434648

At the bottom, there are "Cancel" and "Next" buttons.

2. Click on the **Go to HMRC** button.

The screenshot shows the same wizard, now at step 2: Authorise. The progress bar shows step 2 is active. A message box states: "You will now be redirected to the HMRC website to sign in and authorise **AlphaVAT** to access the Business Tax Account for **Malone Group, 607434648**." Below the message box, there are "Cancel" and "Go to HMRC" buttons.

3. You will now be taken to the HMRC website. Click on **Continue**.
4. You will need to sign in using your **Government Gateway user ID** and **password**.
5. To authorise AlphaVAT to interact with HMRC on your behalf, click on **Grant authority**.
6. You will now be taken back to MTD Compliance Portal, where you can click **Finish** to go back to the Entity management screen or **Open entity details** to view your entity.

The screenshot shows the wizard at step 3: Authorisation complete. The progress bar shows step 3 is active. A message box states: "AlphaVAT has been authorised to access the Business Tax Account for **Malone Group, 607434648**. You can now use AlphaVAT to submit VAT returns. Additionally you can view obligations, liabilities, payments and previously submitted MTD returns." Below the message box, there are "Finish" and "Open entity details" buttons.

6. The Group entity dashboard

To view the Group entity dashboard, click on your **Group entity name** from the Entity management screen. The dashboard allows you to:

- View your group's VAT obligations
- View your group's Payments and liabilities
- View your group's Analytics (charts and tables)
- View your group's Entity summary
- View your group's Documents
- Authorise/Re-authorise your Entity with HMRC
- Manage your group settings
- Edit your group entity's details and add/delete group members
- Edit your group members details
- Prepare individual member's VAT Returns
- Review the status of your group member's VAT Returns
- Preview the member's VAT returns as they are completed, in a consolidated view
- Consolidate the group member's returns into a single VAT Return that can be submitted to HMRC
- Finalise and submit the consolidated group VAT Return.
- View a summary of your submitted VAT Return
- View a breakdown of the submitted VAT Return by group members
- View your submission receipt

Malone Group (VAT group)

Re-authorise Group settings Edit entity

VAT Returns Payments & liabilities Analytics Entity Summary Documents

VAT Return for Qtr to Jun 2017

Qtr to Jun 2017 Due: 07/08/2017

Qtr to Mar 2017 Submitted

Your group VAT Return is currently awaiting members to mark their individual VAT Returns as ready for consolidation. Once all member VAT Returns are ready for consolidation you can produce the consolidated group VAT Return. In the meantime [Preview consolidation](#) will show you the sum of member Returns marked as ready for consolidation to date.

Representative member: Malone Group

Total Members: 1

Ready for consolidation: 0

Awaiting: 1

Preview sum of finalised

MEMBERS SUMMARY

Name	Status	Member type	VAT repayment	VAT liability	Method
Malone Group	Prepare	Representative member			

7. Managing group settings

Once you have created your group entity using your representative member's details, you will be able to access the **Group settings**, via the Group entity dashboard.

1. From the Entity management screen, click on your **group entity name** and the Group entity dashboard will be displayed.
2. Click on the **Group settings** button.
3. The Group settings dialog box will appear detailing the following options available for **Partial exemption**. The default setting for each of these options is **No**.

If these settings apply to your group entity, you can change the default by clicking on the **Yes** option. The options available are:

- Recovery percentage rounding – residual input tax exceeds \$400,000 per month on average?
- De minimis – exempt input tax is not more than £625 per month on average, and 50% of the total input tax?

Group settings

Partial exemption (if applicable)

Recovery percentage rounding - residual input tax exceeds £400,000 per month on average?

☐ Yes ☒ No

De minimis - exempt input tax is not more than: £625 per month on average, and 50% of total input tax?

☐ Yes ☒ No

Close Save

4. Once you have made your selection, click on **Save**.

8. Managing group members

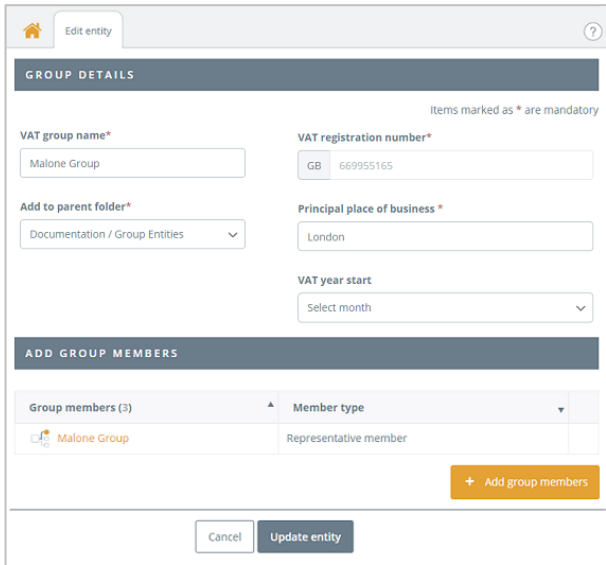
Once you have created your VAT Group with your Group representative. You will need to add the additional group members. New group members can be added at any time and you can delete group members if they are no longer part of the VAT Group.

Note: In accordance with HMRC's definition of a VAT Group (see section 2), you **must create at least one group member** in addition to the Group representative.

Add a group member

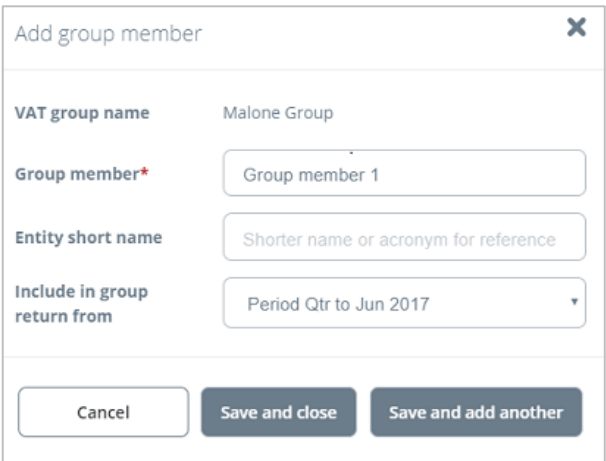
From the Entity management screen, click on your **group entity name** and the Group entity dashboard will be displayed.

1. Click on **Edit entity**, located in the top right-hand corner of the screen.
2. Click on the **Add group members** button (located in the bottom right-hand corner).



The screenshot shows the 'Edit entity' screen. At the top, there's a header 'Edit entity' with a home icon and a help icon. Below is a 'GROUP DETAILS' section with a note 'Items marked as * are mandatory'. Fields include 'VAT group name*' (Malone Group), 'VAT registration number*' (GB 669955165), 'Add to parent folder*' (Documentation / Group Entities), 'Principal place of business*' (London), and 'VAT year start' (Select month). Below this is an 'ADD GROUP MEMBERS' section with a table showing 'Group members (3)' and 'Member type'. The table has one entry: 'Malone Group' as a 'Representative member'. An orange '+ Add group members' button is at the bottom right. At the very bottom are 'Cancel' and 'Update entity' buttons.

3. A pop up will appear confirming the VAT group name. Type in the **Group member's name** (mandatory).
4. You can add a **short name** for the Group member and you can select the obligation period that you would like the Group member's VAT Return to be included in, from the **drop-down list**.
5. You can now select either **Save and close** or if you wish to add another Group member you can choose **Save and add another**.



The screenshot shows the 'Add group member' pop-up. It has a title bar 'Add group member' with a close icon. Fields include 'VAT group name' (Malone Group), 'Group member*' (Group member 1), 'Entity short name' (Shorter name or acronym for reference), and 'Include in group return from' (Period Qtr to Jun 2017). At the bottom are three buttons: 'Cancel', 'Save and close', and 'Save and add another'.

6. Once you have finished adding your Group members, the pop up will close and you will be taken back to the Edit entity screen. Click on **Update entity**. This will take you back to the Entity management screen.

Edit a group member

From the Entity management screen, click on your **group entity name** and the Group entity dashboard will be displayed.

1. Click on **Edit entity**, located in the top right-hand corner of the screen.
2. Under the Add group members section, click on the **group member** you would like to edit.

Items marked as * are mandatory

VAT group name* Malone Group

VAT registration number* GB 669955165

Add to parent folder* Documentation / Group Entities

Principal place of business* London

VAT year start Select month

ADD GROUP MEMBERS

Group members (3)	Member type	
Malone Group	Representative member	
Group member 1	Group member	x
Group member 2	Group member	x

+ Add group members

Cancel Update entity

3. The *Edit group member* dialog will appear allowing you to change the group member's **name**, change or add a **short name** and choose when the group member should be included in the group's VAT return from the **drop-down** list.
4. Once you have made your changes, click on **Save member**.

Edit group member

VAT group name Malone Trading Group

Group member* Malone Trading Group

Entity short name Shorter name or acronym for reference

Include in group return from Select

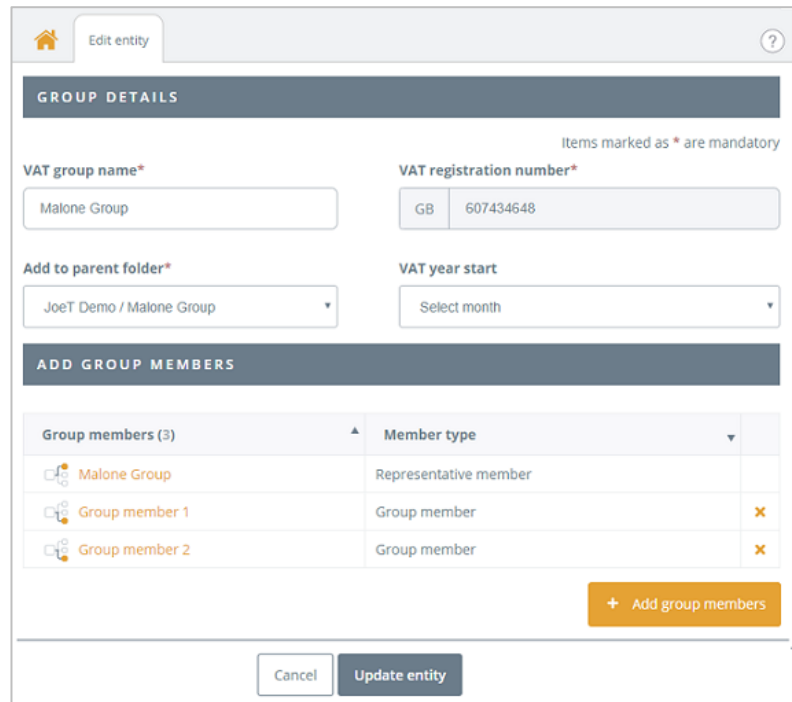
Cancel Save member

5. The dialog box will close and you will be taken back to the Edit entity screen. Click on **Update entity** to apply your changes. This will take you back to the Entity management screen.

Delete a group member

From the Entity management screen, click on your **group entity name** and the Group entity dashboard will be displayed.

1. Click on **Edit entity**, located in the top right-hand corner of the screen.
2. Under the Add group members section, click on the **orange X** to the right of the group member name that you would like to delete.

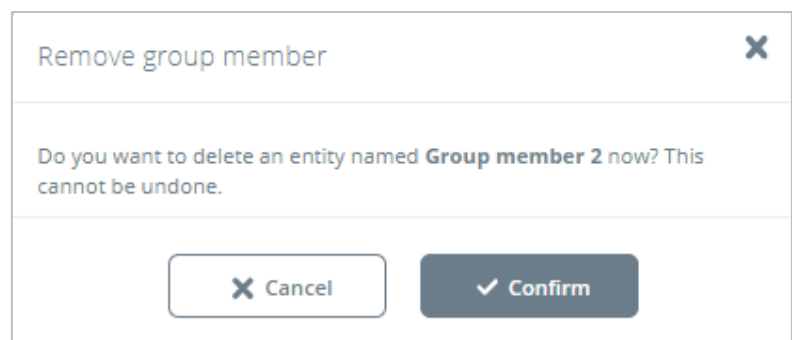


The screenshot shows the 'Edit entity' interface. At the top, there's a header with a home icon, 'Edit entity', and a help icon. Below is a 'GROUP DETAILS' section with fields for 'VAT group name*' (Malone Group), 'VAT registration number*' (GB, 607434648), 'Add to parent folder*' (JoeT Demo / Malone Group), and 'VAT year start' (Select month). A note states 'Items marked as * are mandatory'. Below this is an 'ADD GROUP MEMBERS' section containing a table of group members.

Group members (3)	Member type	
Malone Group	Representative member	
Group member 1	Group member	X
Group member 2	Group member	X

At the bottom right of the members section is a '+ Add group members' button. At the very bottom are 'Cancel' and 'Update entity' buttons.

3. The Remove group member dialog box will appear, giving you the option to delete the group member by selecting **Confirm** or you can **Cancel** the delete request.



The screenshot shows a 'Remove group member' dialog box with a close icon (X) in the top right corner. The text inside asks: 'Do you want to delete an entity named **Group member 2** now? This cannot be undone.' At the bottom, there are two buttons: 'X Cancel' and '✓ Confirm'.

4. The dialog box will close and you will be taken back to the Edit entity screen. Click on **Update entity** to apply your changes. This will take you back to the Entity management screen.

9. Preparing the Group's member/representative VAT Returns

When you are ready to start preparing the Group's member or representative VAT Returns, click on the **Group entity** name from the Entity management screen.


This will take you to the Group entity dashboard. Under the **Members Summary** section, you will see the Group Representative member along with all of the Group members. The status column will tell you what stage each of the VAT Returns are at.

MEMBERS SUMMARY						
Name	Status	Member type	VAT repayment	VAT liability	Method	
Malone Group	Prepare	Representative member				
Group member 1	Prepare	Group member				
Group member 2	Prepare	Group member				

1. To prepare a VAT Return, click on the **Group member's name** or the **Representative member's name** (as appropriate).
2. This will take you to their Entity details screen. From here you can choose to prepare the VAT Return using AlphaVAT or the AlphaBridge template or upload feature. Select the **method** you wish to use. Please refer to the following help sections for more information on preparing your VAT Returns.
 - [AlphaVAT](#)
 - [AlphaBridge](#)
 - [User Guides](#)
3. Once you have prepared your VAT Return you will be taken back to the Entity details screen where you can view a summary of your VAT Return. You will need to click on the **Mark as ready to consolidate** button, so that the Group entity details are updated to say that your VAT Return is ready to be consolidated into the main Group VAT Return.

Your VAT Return has now been calculated based on the data provided in AlphaVAT.


You can continue to edit and amend your calculation, or if the VAT Return calculation below is accurate then you can mark this calculation as ready for consolidation within the group VAT Return.

 Mark as ready to consolidate

Calculation by Joe Taylor

Last updated 07/01/2020 16:16:13

Return method AlphaVAT (group) [\(change method\)](#)


 Edit calculation

1	VAT due in this period on sales and other outputs:	£	168,352.31
2	VAT due in this period on acquisitions from other EC Member States:	£	0.00
3	Total VAT due (the sum of boxes 1 and 2):	£	168,352.31
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC):	£	22,502.14
5	Net VAT to pay to HMRC:	£	145,850.17
6	Total value of sales and all other outputs excluding any VAT:	£	3,214,426.00
7	Total value of purchases and all other inputs excluding any VAT:	£	151,653.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States:	£	0.00
9	Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States:	£	0.00


4. This will display a **ready stamp**, confirming that your VAT Return for this entity is ready to be consolidated into the final Group VAT Return.

Your VAT Return has been marked as ready for consolidation within the group VAT Return.

You can edit this VAT Return, reverting the ready for consolidation status, up to the point the consolidated group VAT Return is finalised. After this you will no longer be able to amend this VAT Return and you will need to speak to your VAT group representative member to make any changes.



Calculation by Joe Taylor
Last updated 07/01/2020 16:16:13
Return method AlphaVAT (group) [\(change method\)](#)

 Edit calculation

5. If you need to amend your VAT Return, you can do this by selecting the **Edit calculation** button (if you prepared your VAT Return using AlphaVAT) or by amending your AlphaBridge template and **re-uploading** it to the portal.

Amending your VAT Return using either method will override the Ready for consolidation status and you will be required to select **Mark as ready to consolidate** again.

6. On the Group entity dashboard, the members summary will be updated to show that the VAT Return for your Group member/representative member is now ready for consolidation. This summary will also show the method used to generate the VAT Return.

MEMBERS SUMMARY						
Name	Status	Member type	VAT repayment	VAT liability	Method	
Malone Group	Prepare	Representative member				
Group member 1	Ready for consolidation	Group member		145850.17	AlphaVAT	
Group member 2	Prepare	Group member				

7. This process should be completed for all of the other members of the group.

Consolidating your Group's VAT Return


The Representative member will be able to view the Members Summary on the Group entity dashboard to see the progress of the Group member's VAT Returns.

Once all of them have the **Ready for consolidation** status, the **Consolidate group** button will appear on the Dashboard.

To view your groups consolidated VAT Return, click on the **Preview consolidation** link (just above the Consolidate group button).

Your group VAT Return is currently awaiting members to mark their individual VAT Returns as ready for consolidation.

Once all member VAT Returns are ready for consolidation you can produce the consolidated group VAT Return. In the meantime [Preview consolidation](#) will show you the sum of member Returns marked as ready for consolidation to date.



Consolidate group

Representative member

Malone Group

Total Members

3

Ready for consolidation

3

Awaiting

0

MEMBERS SUMMARY

Name	Status	Member type	VAT repayment	VAT liability	Method
Malone Group	Ready for consolidation	Representative member		145950.17	AlphaVAT
Group member 1	Ready for consolidation	Group member		145850.17	AlphaVAT
Group member 2	Ready for consolidation	Group member		145860.17	AlphaVAT

- To consolidate your group member VAT Returns, click on the **Consolidate group** button.
- This will display a summary of the combined VAT Return for the Group.

1	VAT due in this period on sales and other outputs:	£	800.00
2	VAT due in this period on acquisitions from other EC Member States:	£	250.00
3	Total VAT due (the sum of boxes 1 and 2):	£	1,050.00
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC):	£	147.00
5	Net VAT to pay to HMRC:	£	903.00
6	Total value of sales and all other outputs excluding any VAT:	£	8,000.00
7	Total value of purchases and all other inputs excluding any VAT:	£	2,000.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States:	£	0.00
9	Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States:	£	0.00

- Beneath this, will be the VAT Return Group Breakdown table that you can toggle on and off using the **plus or minus** icon on the right-hand side. This table displays the values for each of the 9 boxes that make up your consolidated VAT Return, by group member.

VAT RETURN GROUP BREAKDOWN									
Total	800	250	1050	147	903	8000	2000	0	0
Name	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9
Joe Malone Motors	200.00	100.00	300.00	50.00	250.00	2000	400	0.00	0.00
Malone Trading Group	500.00	100.00	600.00	72.00	528.00	5000	1300	0.00	0.00
John Malone Care Hir	100.00	50.00	150.00	25.00	125.00	1000	300	0.00	0.00

- If further changes are needed for any of the individual group member VAT Returns, you can edit them by scrolling down to the **Members summary** section and clicking on the relevant **member's name**.

MEMBERS SUMMARY						
Name	Status	Member type	VAT repayment	VAT liability	Method	
Malone Trading Group	Ready for consolidation	Representative member		528.00	AlphaBridge	
Joe Malone Motors	Ready for consolidation	Group member		250.00	AlphaBridge	
John Malone Care Hir	Ready for consolidation	Group member		125.00	AlphaBridge	

This will put the member's status back into **Preparation** and once the changes have been made, the VAT Return will again need to be marked as **Ready for consolidation**.

You will then be able to consolidate your Group's VAT Return and preview the VAT Return summary along with the group's breakdown table, to ensure that everything is correct.

10. Finalising the group's VAT Return

Once you have consolidated your group's VAT Return, the option to **Finalise** your VAT Return appears on the Group entity dashboard.

Your VAT Return has been consolidated based on the data provided by your group members.

You can continue to edit and amend your calculation, or if the VAT Return calculation below is accurate then you can mark this calculation as finalised, it will then be ready to send to HMRC.

 Finalise

Representative member Malone Group

Total Members 3

Ready for consolidation 3

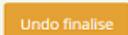
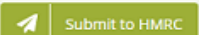
Awaiting 0

- We recommend that you review the summary details and the group's breakdown table to ensure that you are happy to proceed. Then click the **Finalise** button.
- You will now be taken to the VAT Return submission screen, where you can again review your group's VAT Return summary and the group's breakdown table, before you submit your VAT Return.

VAT Return for Qtr to Jun 2017

Your VAT Return has been finalised, you can now submit this VAT Return to HMRC.

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

Calculation by Joe Taylor

Last updated 07/01/2020 16:28:21

Return method AlphaVAT (group)

- If further changes need to be made, select the **Undo finalise** button.
- Once the changes have been made and marked as **Ready to consolidate**, you can then consolidate the updated Group VAT Return and mark it as **Finalised**. This will take you to the submission screen.

11. Submitting the group's VAT Return

Once your group's VAT Return has been finalised, you will be taken to the VAT Return submission screen.

When you have reviewed your group's VAT Return and you are ready to submit it to HMRC, you will need to complete the **Legal declaration**.

The legal declaration is **required by HMRC**, so they have a record stating that the information you have provided is true and complete. It should be noted that a false declaration can result in prosecution.

1. In order to submit your VAT Return, you must tick the **declaration box**.

VAT Return for Qtr to Jun 2017

Your VAT Return has been finalised. you can now submit this VAT Return to HMRC.

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

Undo finalise Submit to HMRC

Calculation by Joe Taylor

Last updated 07/01/2020 16:28:21

Return method AlphaVAT (group)

1	VAT due in this period on sales and other outputs:	£	505,166.93
2	VAT due in this period on acquisitions from other EC Member States:	£	0.00
3	Total VAT due (the sum of boxes 1 and 2):	£	505,166.93
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC):	£	67,506.42
5	Net VAT to pay to HMRC:	£	437,660.51
6	Total value of sales and all other outputs excluding any VAT:	£	9,643,528.00
7	Total value of purchases and all other inputs excluding any VAT:	£	454,959.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States:	£	0.00
9	Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States:	£	0.00

2. You will then be able to select the **Submit to HMRC** button.
3. Once your group's VAT Return has been submitted, you will be presented with a receipt confirming that your submission has been successful.

Your VAT Return has been successfully submitted to HMRC

HMRC have acknowledged receipt of this VAT Return. The status will be updated from 'pending' to 'fulfilled' shortly, however this can take HMRC up to a few days. please check back in the near future.

Receipt ID: a20014b5-6099-4600-8507-1b903f780f03

Receipt timestamp: 07/01/2020 16:30:13

Print receipt

Finalised by Joe Taylor

Submitted by Joe Taylor

Submission 07/01/2020 16:30:13

Return method AlphaVAT (group)

Payment BANK

VAT liability £ 437,660.51

Note: When you submit your VAT Return you will be given a "pending" status. This will then be updated to a "Fulfilled" status, however it can take several days for HMRC to update the status from pending to fulfilled.

12. Printing your receipt

If you would like to print the receipt, click on the **Print receipt** button displayed in your receipt box. This will launch your browser’s print option panel, allowing you to print out the receipt.

Malone Group (VAT group)

VIN: 669955165

Group settings

VAT Return for Qtr to Jun 2017

Your VAT Return has been successfully submitted to HMRC

HMRC have acknowledged receipt of this VAT Return. The status will be updated from 'pending' to 'fulfilled' shortly, however this can take HMRC up to a few days, please check back in the near future.

Receipt ID: d954b16-bfee-43f3-8260-c34f9cc212c9

Receipt timestamp: 01/10/2020 18:11:00

Finalised byJoe Taylor

Submitted byJoe Taylor

Submission MethodAlphaVAT (group)

PaymentBANK

VAT liability£ 429,714.17

Return Summary

1 VAT due in this period on sales and other outputs:£ 452,216.31

2 VAT due in this period on acquisitions from other EC Member States:£ 0.00

3 Total VAT due (the sum of boxes 1 and 2):£ 452,216.31

4 VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC):£ 22,502.14

5 Net VAT to pay to HMRC:£ 429,714.17

6 Total value of sales and all other outputs excluding any VAT:£ 3,214,426.00

7 Total value of purchases and all other inputs excluding any VAT:£ 151,653.00

8 Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States:£ 0.00

9 Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States:£ 0.00

VAT RETURN GROUP BREAKDOWN

Total	452216.31	0	452216.31	22502.14	429714.17	3214426	151653	0	0
Name	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9
Group member 1	10364.00	.00	10364.00	.00	10364.00	0.00	0.00	0.00	0.00
Group member 2	168352.31	0	168352.31	22502.14	145850.17	3214426	151653	0	0
Malone Group	273500.00	.00	273500.00	.00	273500.00	0.00	0.00	0.00	0.00

MEMBERS SUMMARY

Name	Status	Member type	VAT repayment	VAT liability	Method
Malone Group	Ready for consolidation	Representative member		273,500.00	AlphaBridge
Group member 1	Ready for consolidation	Group member		10,364.00	AlphaBridge
Group member 2	Ready for consolidation	Group member		145,850.17	AlphaVAT

Group settings

Partial exemption (if applicable)

☐ Yes

☐ No

☐ Yes

☐ No

Close

Save

Save this template?

Would you like to save this VAT Return set up as a template to use for future VAT Returns?

This will make your next VAT Return much quicker to complete if your file and data mappings is likely to use the same preferences.

No thanks

Yes, save template

Template settings

Template name*

Add unique template name

Description

Enter a short description why this template is different.

Cancel

Save template

Print

2 sheets of paper

Destination

TCSL MultiFunction Pr

Pages

All

Copies

1

Layout

Landscape

Colour

Colour

More settings

Print

Cancel

20



TAX SYSTEMS



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