

Maximize VAT Reclaims

Are Your Invoices/Receipts VAT Refund Compliant?



Your company can recover substantial sums of money by ensuring that employees traveling to VAT refunding countries, bring back invoices that are compliant with the VAT authority requirements. Here are some important points to remember.

VAT Recovery - a correct invoice ensures maximum returns

- **Hotel and Car rental Invoices/Receipts** – travelers must always check in with their full names along with correct company address. It is as simple as giving the check in clerk a business card, asking the person to ensure they've got it all right. Always insist on a final Tax Invoice/Receipt when checking out. A photocopy, fax or Invoice/Receipt that says, "Copy", "Information Only", "Preliminary Statement", or more obviously, "This is not a VAT Invoice/Receipt", is not acceptable to the tax authorities
- **Express Checkout Invoices/Receipts** – may not be the final Tax Invoice/Receipt.
- **Adequate description of goods and services provided** – This is particularly important for restaurant Invoices/Receipts. It is also important to record names and affiliations of all the diners on the reverse side of the Invoices/Receipts.
- **Credit Card point of sale receipts** are generally not acceptable, as they do not contain all the required information.
- **S. Korea** – VAT will be refunded only on hotel accommodation expenditure. Proof of payment of the bill (Credit Card point of sale receipts), must be attached to each Invoice/Receipt.

Standard VAT rates

Country	Tax	Rate	Country	Tax	Rate
Austria	MwST	20%	Italy	IVA	22%
Belgium	MwST	21%	Japan	C. Tax	8%
Canada	GST	13%	Netherlands	BTW	21%
Croatia	PDV	23%	Norway	MVA	25%
Denmark	MOMS	25%	S. Korea	VAT	10%
Finland	ALV	24%	Spain	IVA	21%
France	TVA	20%	Sweden	MOMS	25%
Germany	MwST	19%	Switzerland	MwST	7.7%
Ireland	VAT	23%	United Kingdom	VAT	20%

Note: Rates may be changed without notice

Please ensure that all original VAT/GST/HST invoices are submitted with employee Expense Reports, even though internal company regulations may not require originals.

Value added service from

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