



**HM Revenue
& Customs**

Cloudsoft Ltd
2nd Floor
40 Gledstanes Road
Barons Court
London
W14 9HU

Free event to help you do your VAT online
Tuesday 23rd February 2010, 10am – 3pm
Ramada Hotel, Ealing Common, London, W5 3HN

From 1 April 2010, all businesses with an annual (VAT exclusive) turnover of £100,000 or more must file their VAT Returns online and pay any VAT due electronically. Any business registering for VAT on or after that date will also have to file online/pay electronically, whatever its turnover.

We are here to help you make the transition to filing your VAT return online and highlight the benefits to your business of doing this.

You are invited to attend a **free** event designed especially for VAT registered businesses. The event will be interactive with opportunities to ask questions at our online services stand. We will also be giving a 30 minute online services presentation at various times during the event, so why not call in at a time convenient to you? – (Please see attached for presentation times).

We will show you:

- how to enrol for VAT Online and other online services
- how it will benefit your business
- a demonstration of our online services
- what is available now
- what is planned for the future.

We will also let you know where to get further help and support if you need it.

Booking

If you would like to attend this event you can obtain an electronic booking form by emailing us at marketing.online@hmrc.gsi.gov.uk Please mark your request "**London Ealing VAT Online Event**" as the subject heading.

or return the attached form:

- by fax **FAO: Joyce Okello** on 020 7147 0456
- by post to **HMRC, FAO: Joyce Okello**, Business Customer Unit, 100 Parliament Street, 3rd Floor, Greater London, SW1A 2BQ

We will process bookings on a first-come first-served basis until 16th February 2010.

If you are unable to come along on the day, please visit our website at www.hmrc.gov.uk/vat for more information.

Mark Holden
Carter Programme Director



VAT Online Services Event Booking Form

Tuesday 23rd February 2010, 10am – 3pm
Ramada Hotel, Ealing Common, London, W5 3HN

Contact Name			
Business Name	Cloudsoft Ltd		
Address	2nd Floor 40 Gledstanes Road Barons Court London W14 9HU		
VAT Registration No	733456923		
Contact Tel No		Fax No	
*Email			
Delegate Names			

**If you have supplied an email address, we will provide you with further information and confirmation about the event by email. If you do not have an email address, we will contact you by other means.*

Presentation	Timing	Please indicate your preference below (√)
Online Services – Find out how your business will benefit, what is available now and what is planned for the future.	10:15am – 10:45am	
	11:15am – 11:45am	
	12:15pm – 12:45pm	
	1:15pm – 1:45pm	
	2:15pm – 2:45pm	

Would you like to enrol for VAT online on the day?	Yes	No
<i>Please √</i>		

☐

Please indicate if because of disability you have any specific needs. We will contact you to see how we can help.

This information will be used to confirm your booking

IMPORTANT Please note: If you would like us to help you to enrol for VAT Online, you will need to bring the following information along with you:

- VAT Registration Number
- Principal Place of Business postcode
- Date of Registration (ie. DD/MM/YYYY)
- Final month of last VAT Return submitted
- The Box 5 figure on your last submitted VAT return

The first three facts are on your certificate of VAT Registration (VAT 4); the other two facts are on your last filed VAT return. (**Note:** If you have filed your paper VAT return in the past 2 weeks, please also bring along details from your previous return)

For existing users of other HMRC Online services, you will also need your User ID and Password.