



How do you charge and claim VAT back?

Charge  
Claim

Epos  
Invoices

Add all invoices and receipts to accounting software - they must have a VAT number

What is at Zero Rate?

Take away

- Cakes
- Cold sandwiches
- Baked goods like sausage rolls, pasties, danish (They can be still warm from the oven but not kept hot or reheated for sale)
- Hot Coffee, Iced Tea
- Fruit
- Simple Milkshakes
- Retail items that are non variable

Coffee beans/ground  
Bread  
Milk

What do you charge it on?

- All Hot Drinks
- All Food and drink items served to eat in
- Take Away
- All Bottles and cans including water
- Fruit Smoothies
- Catering orders
- Retail Items that are Variable
- govuk/guidance/food-products-and-ret-novice-70164
- govuk/guidance/food-products-and-ret-novice-70164

All Food that has been heated to be served

Accountant to advise when setting up the company

VAT Rates  
Standard 20%  
Zero rate 0%

Submit Quarterly  
(HMRC is your No 1 Creditor)

Value added tax

Register if you are going to go over £85k (Gross) in rolling annual sales in the next 30 days

£1635 p/w (gross)  
govuk/vat-registration/when-to-register

<150k p/a = £2885

Catering services including restaurants and takeaways before 15 July 2020 12.5  
Catering services including restaurants and takeaways from 15 July 2020 to 30 September 2021 4.5  
Catering services including restaurants and takeaways from 1 October 2021 to 31 March 2022 8.5

Threshold

Flat Rate

Capital expenses over £2k  
No more than £230k (inc Vat) in 12 months = £4423 p/w

Standard Accounting  
20%  
£150k p/a

Input VAT - Claim it back