

# What information is required on a VAT invoice?

Once a business has become registered for VAT, whether voluntarily or because activities have increased beyond the registration threshold, it is important that invoices provided to customers or clients contain the correct details.

Failure to do this may result in issues for your customers with HMRC in respect of reclaiming the VAT charged to them on your invoices, whether now or at some point in the future!

## What details or information MUST be included on a VAT invoice?

- A unique reference (or invoice) number
- Your name, address and contact information
- The Company name, address of your customer
- A clear description of the services or products that have been purchased
- The date that the services or products were provided (supply date)
- The date of the invoice (if different) and the amount(s) being charged
- The VAT amount
- The total amount to be paid

Are there any specific details applicable to sole trader invoices?

- Your name and any business (or trading) name being used
- A specific business address where any legal/formal documents can be received

Are there any specific details applicable limited company invoices?

- Your full company name as it appears on the Certificate of Incorporation
- Your company registered office should also be included, if it is different to the business address used
- The names of all the directors on the limited company are not required (but generally included on the bottom of the invoice)

Although most online accountancy software (Xero or QuickBooks) will provide most of the above information as standard on their invoice templates, there is certain information that will need to be proactively included from the settings options to ensure all information is included accurately.