

VAT on Sales Invoices for Customers based outside of Ireland

When it comes to handling VAT for Customers outside of Ireland there are a few rules around this that you should check out with Revenue to see what your own particular circumstances are but we've laid out the main rules below.

When you add a new Customer in SortMyBooks it will default to Ireland as their country. If your Customer is from outside of Ireland then you should change it to the correct country.

If your Customer is in another EU country and you and they are both VAT registered then you should charge them at 0% VAT.

If they are outside of EU then generally they should also be invoiced at 0% VAT.

If they are inside EU but are not VAT registered then you do need to charge them VAT.

Within SortMyBooks if you want to charge your Customer VAT and they are outside of EU then go to Sales and Customers, click on the Customer, click on Financial tab and tick VAT Registered. When you go to enter an Invoice for this Customer you should have the full range of VAT Rates.

If you are invoicing a Customer within the EU and they are not VAT registered then go to Sales and Customers, click on the Customer, click on Financial tab and untick VAT Registered. When you go to enter an Invoice for this Customer you should have the full range of VAT Rates.

If your Customer is within the EU but VAT registered but in your circumstances you need to charge them VAT then go to Sales and Customers, click on the Customer, click on Financial tab and untick VAT Registered. When you go to enter an Invoice for this Customer you should have the full range of VAT Rates.