

# Insight Conferences Ltd

## How to Reclaim Irish VAT on your Invoice Companies not VAT-registered in the Republic of Ireland

We have, by Irish law, to charge you VAT at the current rate on the invoice we send you. However this is fully reclaimable quite quickly. We have found the Irish authorities efficient and helpful and you should receive your repayment within 4 weeks of making your claim. You can make your claim as soon as you receive our invoice (if you wish, before the Conference). The refund procedure is the same whether your country is a member of the EC or whether it is not. To make your claim, you should send the following.

- **Our invoice(s)** on which you are making the claim. These are enclosed.
- **The enclosed Conference Organizer's Statement** from our company.
- **A Certificate of Taxable Status for your Company.** This can be obtained from the tax authorities in your own country. In the EU it is known as VAT66 form. In the UK, a VAT66 can be obtained by telephoning 0845 011 9000 and giving your VAT details. The certificate must be less than 12 months old. Please note that you must send an original certificate, not a copy. Additional certificates can always be obtained to replace the one you send.

If your Company has previously made an application for a refund of Irish VAT, you can quote your Customer Number on the enclosed form and you need not send a Certificate of Taxable Status.

4. **The Application for Refund of VAT duly completed and signed.** You can use the copy we send you or further copies can be downloaded at <http://www.revenue.ie/forms/vat60ec.pdf> .

### **Guidance on Completing the Form (Please write in BLOCK LETTERS)**

1. Name of Applicant: this is your company name, with address, e-mail address, telephone number and fax number. If you have not previously made a claim for an Irish VAT refund, you need not complete the Customer Identity Number box.
2. Your company business: e.g. "Convenience retailing".
3. These are the same details as appear on the Certificate of Taxable Status, which you must enclose.
4. Period: the time during which you attended our Conference.
5. Itemise the VAT on the invoices on page 2 and enter the total claimed here. The correct answer for Col 1 on P2 is "Convenience Retailing Conference".
6. Please enter bank details if you wish for payment other than by cheque to you. Include all bank details including Swift and IBAN numbers. Please note that payment will be in Euros.
7. Count the number of documents enclosed as a check. They should include all the items listed above on this sheet. Do not send this sheet.
8. Business activities: the correct answer is "Attending a conference on convenience retailing". Please tick the "No supply" box. Do not tick the other 2 boxes. Enter town, date and signature.

If you have any queries, there is a helpline at 00353 6121 2799.

**Send your claim and associated documents to:**

**VAT (Unregistered) Repayments, River House, Charlotte's Quay, Limerick, Ireland.  
Helpline 00353 6121 2799**