



VAT Registration Handbook

VAT Services on amazon
Simplifying compliance

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Introduction



Important: The purpose of this VAT Registration Handbook is to help you understand European VAT registration requirements as a seller on Amazon. For your convenience, this document tries to give you guidance on basic concepts about VAT registration and on the process of VAT registration when signing up with VAT Services on Amazon, updated as of 1 May 2021.

A basic understanding of VAT requirements is a critical input for a seamless selling experience, and you can also find introductory VAT topics in our European VAT Education Handbook that you can download [here](#).

This VAT Registration Handbook is not exhaustive and is intended for use only as a general reference. The information in this document does not constitute tax, legal or other professional advice and must not be used as such.

Amazon does not provide tax compliance services (such as VAT registration or submission of VAT filings) or any tax advisory services to you. These services are performed by external tax service providers, in partnership with Amazon. We recommend that you consult with your professional advisors for specific guidance and decision-making or if you need further detail in relation to VAT compliance.

Do you need a VAT number?

If you sell or store goods or sell services in any European country, it is likely that you may be required to register for VAT in each country you sell within or sell to. In addition, you will only be able to recover the VAT you have paid on your purchases and charge VAT on your sales if you are VAT registered.

When do you need to register for VAT?

Some of the most common reasons that may prompt a VAT registration requirement are listed here below. Please consult your tax advisor for more details and guidance.

- 1. Importing goods into an EU country from outside the EU** – If you are based outside the EU and ship goods to an EU country, you will trigger VAT requirements in the EU countries where the goods are imported.

For example, you are a seller based in China and ship goods from China to a fulfilment centre in Germany.

- 2. Importing goods into the UK from outside the UK** – If you are based outside the UK and ship goods to the UK, you will trigger VAT requirements in the UK.

For example, you are a seller based in China and ship goods from China to a fulfilment centre in the UK.

- 3. Storing goods in an EU country or in the UK** – If you store goods, which includes either you or Amazon (or other third parties) on your behalf storing and moving your inventory between Fulfilment Centers in different EU countries or in the UK, you will trigger VAT requirements in the countries where the goods are stored, either by you or by other third party facilities on your behalf.



This includes being enrolled in the FBA program or the UK FBA program or Pan-Europe FBA program, which allows Amazon to distribute your goods across EU and UK marketplaces (designated by you).

- 4. Selling to EU business customers** – You sell to business customers based in EU countries different from the EU country from where the goods are dispatched from. Find out more about our VAT Calculation Services and Invoicing Support [here](#).
- 5. Selling to UK business customers** – You sell to business customers based in the UK from UK inventory. Find out more about our VAT Calculation Services and Invoicing Support [here](#).
- 6. Selling to EU consumers from another EU country above the ‘Distance Selling Threshold’** – If you deliver goods from an EU country to consumers based in other EU countries, you may be required to register for VAT where your sales exceed the “**Distance Selling Threshold**” for those destinations or “deliver to” countries.
- 7. Domestic sales by an EU or UK established business** – If your business is established in an EU country or UK and you sell to customers within that country, this might trigger VAT requirements in the country where the seller is established subject to any registration threshold.

Please [click here](#) to learn more about VAT and VAT Registration triggers.

VAT Services on Amazon



What is VAT Services on Amazon?

VAT Services on Amazon is a VAT compliance solution that allows you to manage your VAT registration and VAT filing obligations via third-party tax service providers online through Seller Central. It enables you to spend more time expanding your business across Europe by handling VAT compliance more easily and time efficiently.

For which countries can you use VAT Services on Amazon?

You can now use VAT Services on Amazon in up to seven countries – **United Kingdom, Germany, France, Italy, Spain, Poland** and **Czech Republic**.

VAT Services on Amazon does not support VAT registration or filings in the country where your business is established. For example, if your company is established in Germany, you are not able to use VAT Services on Amazon for VAT registration or filings in Germany.



Please note, VAT Services on Amazon does not support UK Flat Rate Scheme.



Who is eligible to join VAT Services on Amazon?

All Amazon sellers registered to sell in a European marketplace are eligible to sign up for VAT Services on Amazon without any restrictions.

What is the fee for VAT Services on Amazon?

From May 1, 2021, the VAT Services on Amazon fee will be structured as follows:

- VAT registration: €50** per country – one-time fee
- Fiscal representation: €250** per country per year.
 This fee applies only to countries where you are required to have a local tax representative to deal with your VAT obligations on your behalf. In specific, France, Italy, Spain and Poland require fiscal representation for sellers based outside of EU.
- VAT filing services:** up to **€399** per country per year.
 We will offer a discount on your VAT filing services fee when you file for more countries. If you are already filing in 5 countries with VAT services on Amazon, we will charge no additional VAT filing service fees for any additional country you add! Please see table below for detailed fees information.
 Once you have received your VAT number(s) and started your first VAT Filings, you will start paying a monthly fee. This fee starts as low as EUR 33.30 per country, per month (plus an additional fiscal representation fee where applicable). The actual fee you pay will depend on the number of countries you have subscribed to on VAT Services on Amazon. We have a tiered fee structure where you pay a lower per country fee if you are subscribed to more countries.

One-time Fee



VAT Registration Fee €50/one-time fee

to VAT register 1 country with our tax service providers.



Do you already have a VAT number?

You do not need to pay this fee!

Monthly Fee



VAT Filings Fee from €33/month

Total monthly fee by number of filing countries

| No. of countries | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-------------------|-----|-----|-----|------|------|------|------|
| Total monthly fee | €33 | €62 | €92 | €117 | €142 | €142 | €142 |



Adding the 6th and 7th country is free

Monthly Fee

- only if needed



Fiscal representation €21/month/country

for each country where you need Fiscal representation



Are you a UK or EU seller?

You do not need to pay this fee!

If you are based outside of UK or EU, you will be required fiscal representation when selling in France, Italy, Spain and Poland.



[Learn more about our promotion here >](#)



VAT Services on Amazon – Sellers based outside of Europe and outside of UK

Why join VAT Services on Amazon?

VAT Services on Amazon is a convenient and cost-effective VAT compliance solution to handle your VAT registration and filing requirements. We offer VAT Services on Amazon in the UK, Germany, France, Italy, Spain, Poland and the Czech Republic.

You can customize your selection of countries in which you want to enjoy the services by adding or removing any of the aforementioned countries, before completing your VAT Registration application submission. For each country, you will begin your VAT filing on Seller Central as soon as you receive your VAT registration number and VAT certificate.

- **VAT Registration support:** You will be guided step by step by a tax service provider through the VAT registration process to receive your VAT numbers for your selected countries.
- **Online VAT filing enabling:** As you receive your VAT registration number and VAT Certificate for a country, you will transition to Seller Central for online filing for that country.
- **Integrated service in your Seller Central:** Seller Central reports for your Amazon transactions (sales, returns, cross border stock movements) are integrated into VAT Services on Amazon and are automatically shared with your tax service provider together with your non-Amazon data and Imports data (as uploaded by you in Seller Central) to calculate your net VAT liabilities.
- **Cost-effective:** A monthly subscription fee starting as low as EUR 33.30 per country, per month (plus an additional fiscal representation fee where applicable).
- **Customize your VAT registration & filing countries:** You are free to register and file in UK, DE, FR, IT, ES, PL, CZ (minimum 1 country, maximum 7 countries).
- **Choose your tax service provider:** VAT Services on Amazon has selected experienced and trusted tax service providers in Europe to bring you support at a cost-effective fee in multiple geographical locations. At sign up, you will be able to choose your preferred partner amongst the selection of partners available for your country of establishment.

 [Learn more about the services included and our current promotion here >](#)

What is Amazon's role in VAT Services on Amazon?

Amazon maintains and hosts the interface for VAT Services on Amazon within Seller Central. Through Seller Central, Amazon sellers are able to:

- Review Amazon VAT transaction reports consolidated by Amazon
- Provide non-Amazon sales and purchases transactions (where applicable)
- Review VAT filing reports
- Review VAT payment amount





In addition, you can reach out to Amazon's Selling Partner Support if you need help for the specific cases provided here below:

1. Cancel your Subscription;
2. Any question related to Seller Central;
3. VAT Filings via Seller Central;
4. VAT Promotion Specifics and Fees.



[Click here to reach Amazon's Selling Partner Support >](#)



Amazon only provides the interface for VAT Services on Amazon, including technology that can help you and the tax service provider consolidate your transaction details and manage your VAT compliance obligations more conveniently. Amazon does not provide you with tax compliance services such as VAT registration or submission of filings, or tax advisory services.

Who is the Tax Service Provider, what is their role?

When you sign up for VAT Services on Amazon, you will agree directly with a third-party tax service provider for them to assist you with VAT registration and filings.

When you need VAT registration, your tax service provider will:

- Determine what documents you need to submit to the relevant authorities and verify that required documents are complete
 - Prepare the tax application forms and submit to the relevant authorities
- The tax service provider will receive your VAT numbers on your behalf and provide them to you. Depending on the country, VAT numbers might also be sent directly by the authorities to you.
- The tax service provider will complete the setup for you to start VAT on your transactions data (Amazon and non-Amazon as reviewed and provided by you);
- Submit final VAT reports on your behalf to the relevant tax authorities – you will be able to review the draft calculations and payment details directly online on your dashboard in Seller Central;
 - Calculate your monthly/quarterly VAT liability with payment details per country for you to initiate the payments efficiently.

In addition, you can directly contact the tax service provider if you need help with the specific cases provided here below:

1. VAT Transfer and VAT Registrations process handled by the tax service provider;
2. VAT Filings handled directly by the tax service provider;
3. Tax Notice and Penalties Management;
4. Tax Advice and Consulting*.

* Tax Advice and Consulting with the tax service provider is not handled by Amazon, and the tax service provider offers, within VAT Services on Amazon, VAT compliance





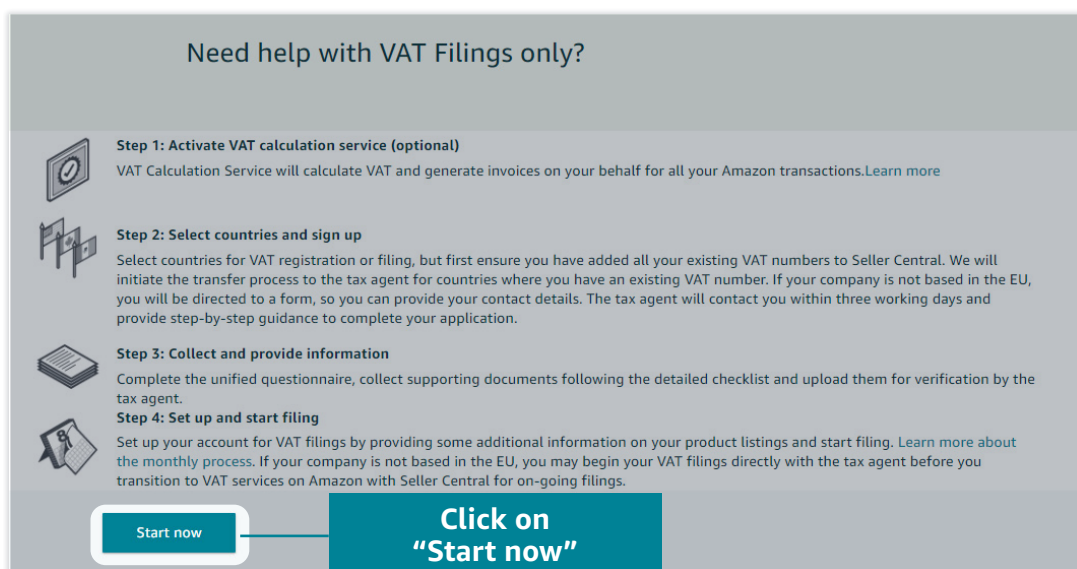
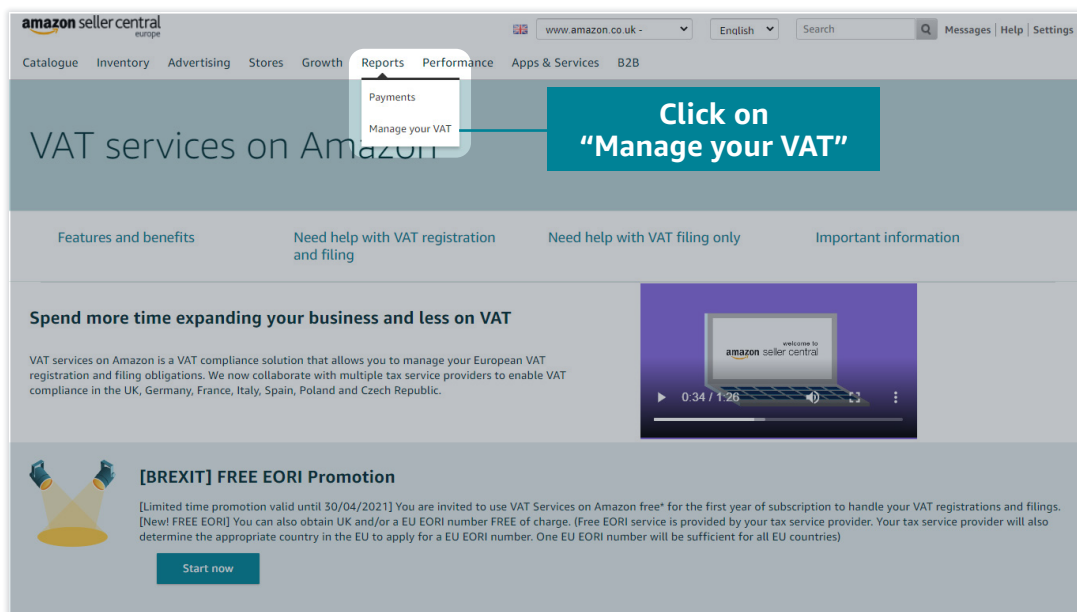
services but does not provide tax advisory services. If you are interested in additional services, such as tax advisory services, you can engage with them separately, outside of VAT Services on Amazon.

Please contact your tax service provider for tax advice as needed.

Please [click here](#) to review the additional services offered by our tax service providers and their fees.

You already have a VAT number – what is the process to start VAT filing on VAT Services on Amazon?

To start filing on VAT Services on Amazon, you can navigate on Seller Central, visit Reports in the main navigation tab, and click on 'Manage your VAT'. You will land on the VAT Services on Amazon page. You can scroll to the section 'Need help with Filings only?', where you can find a brief description of the process, and click on 'Start now'.



1. Complete the form

Complete the form with some basic information about your business. The tax service provider will use the answers you provide in the form to get to know your business better and to set your account up correctly.

The form includes questions such as your country of origin, the type of your business and the countries in which you wish to file for VAT with VAT Services on Amazon.

2. Collect Documents

To issue accurate and correct VAT filings, you will be asked to send the tax service provider a number of documents, including (but not limited to):

- a. VAT registration certificates
- b. Past VAT, Intrastat and ESL returns
- c. Any outstanding correspondence with the tax authorities

All documents requested by the tax service provider are mandatory unless otherwise stated.

3. Sign and post Powers of Attorney

Once the form and documents have been verified, you will receive via email or via the tax service provider online portal a set of power of attorney documents for you to check, print, sign upload/ return by post as instructed by the tax service provider.

4. Provide additional information about your products

As a final step before filing your VAT, you will be asked to provide additional information about your products using our Product Tax File. [Find out more here.](#)

You should also ensure that if you sell any goods which are not taxed at the standard rate, you have updated your Product Tax Codes. [Find out more here.](#)

I already have a VAT number; why do I need to provide documents?

The tax service provider needs the requested documents to prepare accurate and correct VAT filings and to be able to file them on your behalf. All documents requested by the tax service provider are mandatory unless otherwise stated.

What business information and documents should I provide to transfer to VAT Services on Amazon?

At transfer to VAT Services on Amazon, you will be assigned a tax service provider that you will be able to change to your preferred amongst the selection of tax service providers available for your country of establishment. Your third-party tax service provider will specify which documentation you will need to share with them.

Here below you can find a list of commonly asked documents:

- VAT registration certificate(s)
- Copy of last VAT filing
- Details on when takeover will be valid from





- Company certificate of incorporation
- Photo ID for directors
- Government gateway logins (UK only)
- Completion of POA forms for each country (Signed by the seller).

! Please note that the third-party tax service provider might ask you for additional documents on top of the ones listed above.

How long does it take to transfer to VAT Services on Amazon successfully?

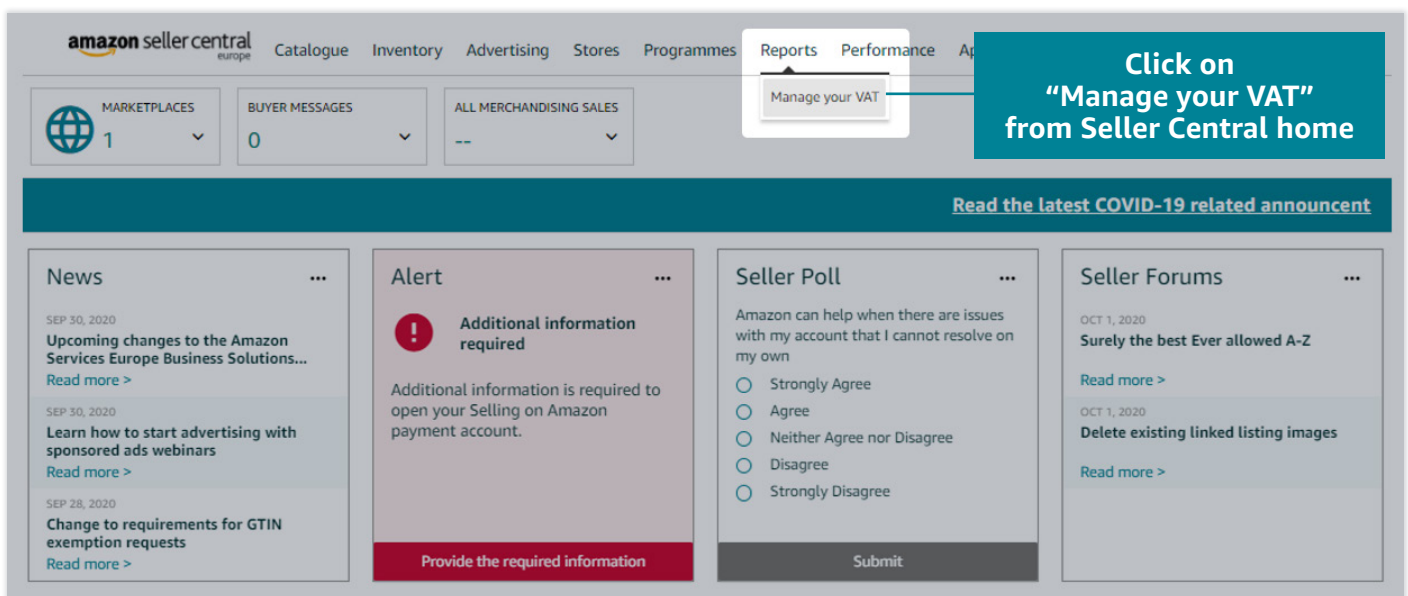
The timeline of the process depends on the countries for which you are transferring on VAT services on Amazon and on the time you will need to provide the signed POAs. The average time to transfer would range among 2 to 4 weeks.

User Guide



Navigate to 'VAT Services on Amazon' in Seller Central

To navigate to 'VAT Services on Amazon' in Seller Central, you need to sign in to your Seller Central account, visit 'Reports' in the main navigation section, and (a) click on '**Manage your VAT**'.





Welcome to VAT Services on Amazon

You will land on the VAT Services on Amazon 'Welcome' page. Here you can explore the features and benefits of the product in detail.

amazon seller central europe

www.amazon.co.uk - English Messages | Help | Settings

Catalogue Inventory Advertising Stores Growth Reports Performance Apps & Services B2B

VAT services on Amazon

Features and benefits Need help with VAT registration and filing Need help with VAT filing only Important information only

Spend more time expanding your business and less on VAT

VAT services on Amazon is a VAT compliance solution that allows you to manage your European VAT registration and filing obligations. We now collaborate with multiple tax service providers to enable VAT compliance in the UK, Germany, France, Italy, Spain, Poland and Czech Republic.

[BREXIT] FREE EORI Promotion

[Limited time promotion valid until 30/04/2021] You are invited to use VAT Services on Amazon free* for the first year of subscription to handle your VAT registrations and filings. [New! FREE EORI] You can also obtain UK and/or a EU EORI number FREE of charge. (Free EORI service is provided by your tax service provider. Your tax service provider will also determine the appropriate country in the EU to apply for a EU EORI number. One EU EORI number will be sufficient for all EU countries)

[Start now](#) [Click on "Start now"](#)

Need help with VAT registration and filing?

Step 1: Select countries and sign up
Select countries for VAT registration or filing, but first ensure you have added all your existing VAT numbers to Seller Central. You will automatically be assigned to a preferred VAT compliance service provider who will act as your tax agent. If your company is not based in the EU, you will be directed to a form, so you can provide your contact details. The tax agent will contact you within three working days and you will receive step-by-step guidance to submit your application.

Step 2: Collect and provide information
Complete the unified questionnaire, collect supporting documents following the detailed checklist and upload them for verification by the tax agent.

Step 3: Submit documents
Download and sign the prefilled application forms and post them to the tax agent who will submit your application to the tax authorities.

Step 4: Activate VAT calculation service (optional)
Once you have received your VAT registration number(s), you can choose to activate VAT Calculation Service (optional step). VAT Calculation Service will generate invoices and calculate VAT on your behalf for all your Amazon transactions. [Learn more.](#)

Step 5: Set up and start filing
Set up your account for VAT filings by providing some additional information on your product listings and start filing. [Learn more about the monthly process.](#) If your company is not based in the EU, you may begin your VAT filings directly with the tax agent before you transition to VAT services on Amazon with Seller Central for on-going filings.

[Start now](#) [Click on "Start now"](#)

Once you are ready, click on 'Start now' to proceed and sign up for VAT Services on Amazon.

You will be redirected to the VAT Services on Amazon dashboard. You may return to this dashboard at any time in the future by clicking on 'Manage your VAT' under the 'Reports' tab on the Seller Central home page.



VAT Registration

VAT Services on Amazon

[Need more help?](#)

1. Confirm your profile

Business Type

Please review your business type, which can be either sole proprietor, or a company. Please ensure that it matches how your business is classified on your documents, such as Trade Register.

- Sole Proprietor
 Defined as an unincorporated business that is owned and run by one person
- Company
 Defined as a registered (or incorporated) legal entity established to run a business

Confirm By clicking on "Confirm" you are acknowledging that the above information is correct.

Business details

Business Name

Business name refers to your legal business name, as recorded in your business registration documents.

123 [Edit](#)

Country of Establishment

Country of Establishment is the country where your business is registered. Please ensure your country of establishment matches with your business incorporation documents. You will be redirected to account settings page to edit this information.

Non-EU country [Edit](#)

Confirm By clicking on "Confirm" you are acknowledging that the above information is correct.

Existing VAT number

Already have a VAT registration number?

[Add existing VAT number](#)

2. Customise your subscription



Important

In countries where you do not have a VAT Registration number on file, VAT Registration will be initiated. Once VAT Registration has been completed, you will be able to conduct filings through VAT Services on Amazon.

Customise your subscription

In countries where you do not have a VAT Registration number on file, VAT Registration will be initiated. Once VAT Registration has been completed, you will be able to conduct filings through VAT Services on Amazon.

| | | | |
|----------------|-------------------------------------|---|------------------------|
| United Kingdom | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |
| Germany | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |
| France | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |
| Italy | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |

[Add country](#)

One-time fee

VAT Registration in 4 countries

€200

Fee will be debited from your Seller Central account in the following months

+

Monthly fee

For 4 countries

€159 €0

Total monthly fees at the end of the 6 months promotion. Questions?
VAT services on Amazon Fees

First 6 months of filing and fiscal representation **FREE** of charge!

Refer to terms and conditions for VAT services on Amazon promotion

[VAT services on Amazon Fees](#)

3. Choose a Tax Partner

Your tax partner

We have selected the following tax partner for you.



TB ACCOUNTANTS

TB Accountants | [Click here](#) if you want to change your tax partner.

Please note you will not be able to change your tax partner once you start the VAT registration or filing process.

Subscription Summary

- Total subscription cost for 4 country(ies)
- The first 6 months of filing and fiscal representation cost are free under our promotion. You will be charged from first filing cycle after 6 months.
- VAT services on Amazon Fees
- TB Accountants is your tax partner.

[Agree and Continue](#)

By clicking on Agree and continue, you accept the terms and conditions of VAT Services on Amazon and agree that you pay the amount shown in accordance with these terms and conditions.



1. Confirm your profile information

Select your 'Business Type' and provide 'Business Name' and 'Country of Establishment'

Business Type
Please review your business type, which can be either sole proprietor, or a company. Please ensure that it matches how your business is classified on your documents, such as Trade Register.

Sole Proprietor
Defined as an unincorporated business that is owned and run by one person

Company
Defined as a registered (or incorporated) legal entity established to run a business

Confirm By clicking on "Confirm" you are acknowledging that the above information is correct.

Business details

Business Name
Business name refers to your legal business name, as recorded in your business registration documents.

123 **Edit**

Country of Establishment
Country of Establishment is the country where your business is registered. Please ensure your country of establishment matches with your business incorporation documents. You will be redirected to account settings page to edit this information.

Non-EU country **Edit**

Confirm By clicking on "Confirm" you are acknowledging that the above information is correct.

Existing VAT number
Already have a VAT registration number?

Add existing VAT number

Add 'Existing VAT number' (if applicable)

On this page, you need to provide and confirm information about your business type, your business name and your country of establishment. The resulting set of questions must be completed in full. If nothing needs to be updated, you can click on the 'Confirm' button to move on to the next step.



Tip: If something needs to be updated, please click on the 'Edit' button to update, and then 'Confirm'

The answers provided will be used by the tax service provider to pre-fill the necessary application forms on your behalf, for all the countries you will select in the next step, allowing you to save time and effort.

Existing VAT numbers:

If you already have existing VAT registration numbers for any European country, you should add them by clicking on the 'Add existing VAT number' button. You will be redirected to your Tax Settings page, where you will be able to add any existing VAT number. Once completed, you will be able to return to this dashboard directly or by clicking on 'Manage your VAT' under 'Reports' in the main navigation tab.



Please note that the validation may take up to two working days. If your existing VAT numbers for one or more countries is not validated after two working days, you will still be able to click on the 'Continue' button and proceed with the other countries. You will be able to add the countries still pending their VAT number validation later from your VAT Registration dashboard.



2. Customize your subscription

In this section, you can customise your subscription by selecting the countries in which you want to be VAT registered. If you want to add any of the countries, you can click on 'Add country'. If you want to exclude any of the countries displayed, you can do it by clicking on the 'Remove' button.

Additionally, please review the '**Promotion terms and conditions**', and you can also view the Amazon Rate Card.

Customise your subscription
In countries where you do not have a VAT Registration number on file, VAT Registration will be initiated. Once VAT Registration has been completed, you will be able to conduct filings through VAT Services on Amazon.

| | | | | |
|----------------|-------------------------------------|--------------------------------------|-------------------------|--------|
| United Kingdom | No VAT registration number provided | Initiate VAT Registration and Filing | Remove Countries | Remove |
| France | No VAT registration number provided | Initiate VAT Registration and Filing | | Remove |
| Italy | No VAT registration number provided | Initiate VAT Registration and Filing | | Remove |
| Spain | No VAT registration number provided | Initiate VAT Registration and Filing | | Remove |

View Amazon Rate Card

Review terms and conditions

Add Country

One-time fee
VAT Registration in 4 countries
€200
Fee will be debited from your Seller Central account in the following months

Monthly fee
For 4 countries
€117 €0
Total monthly fees at the end of the 6 months promotion. Questions? VAT Services on Amazon Fees

First 6 months of filing and fiscal representation **FREE** of charge!
Refer to terms and conditions for VAT services on Amazon promotion

VAT services on Amazon Fees

! Please note that if you are already VAT registered through VAT Services on Amazon, and you want to expand your EU business, you can easily add the eventual missing countries on VAT Services on Amazon via add country at any point any time.

3. Choose a Tax Partner

In 'Your tax partner' section, you will see the tax service provider assigned to you by default.

Your tax partner
We have selected the following tax partner for you.

TB ACCOUNTANTS

TB Accountants | [Click here if you want to change your tax partner.](#)

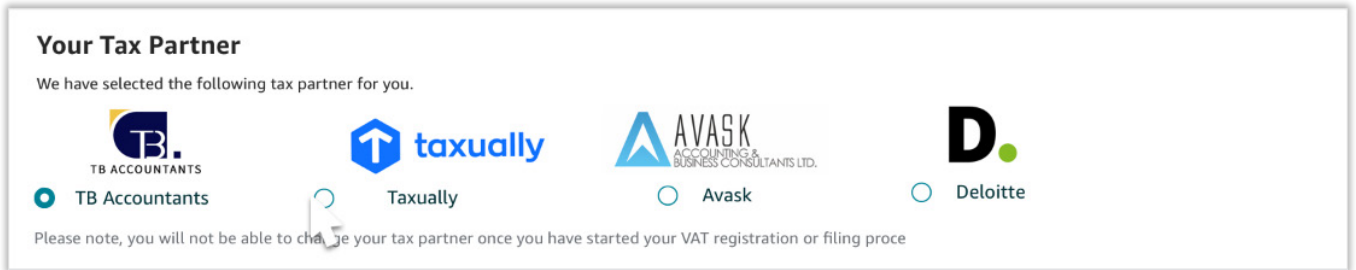
Please note you will not be able to change your tax partner once you start the

Click here to change your tax partner

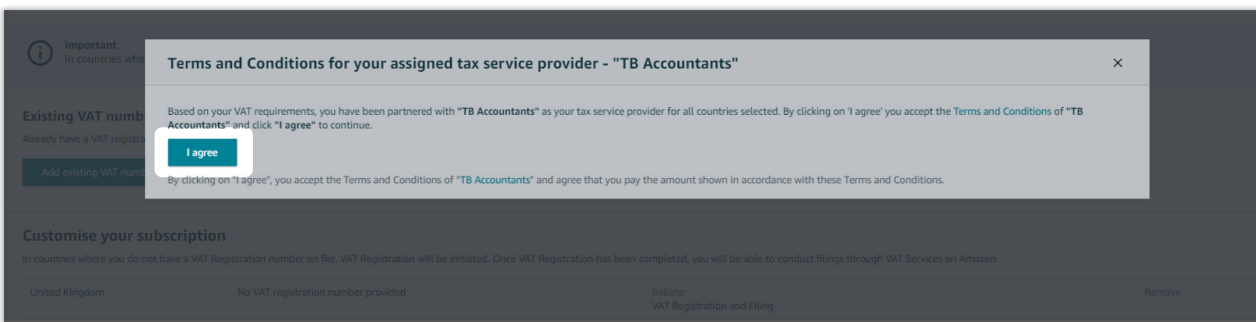


You have the option to change the tax service provider assigned to you by default. To change the tax service provider:

1. Click on: **'Click here'**;
2. Select the preferred tax service provider among the choices displayed to you;



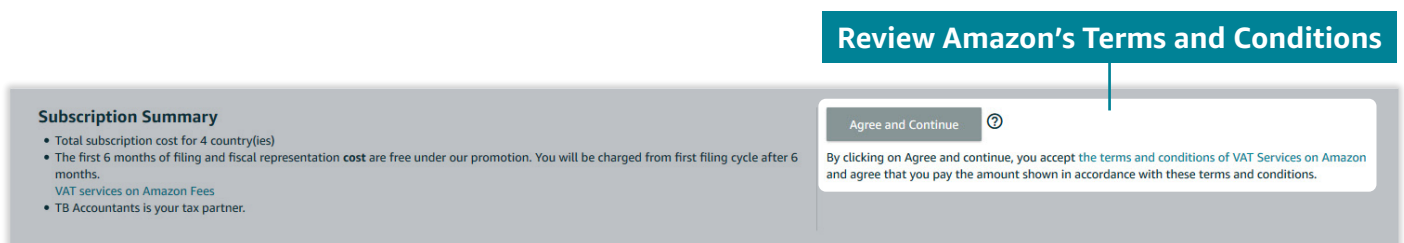
3. Review their Terms and conditions.
4. Once completed, click on **'I Agree'** to proceed.



! Please note that if you do not have the option to select another tax service provider or your desired provider is not available to be chosen, it means that currently only the displayed tax services provider(s) are available.

Also, once you have signed the Terms and Conditions of the tax service provider assigned/ chosen, you will not be able to again change tax service provider.

Lastly, to confirm your subscription to VAT Services on Amazon, review the terms and conditions and click on the **'Agree and Continue'** button.



4. Provide your contact information

Once you have clicked on the button "Agree and Continue", please fill in the contact form including your Merchant Token, Email Address, Contact Number, and WeChat ID (if applicable). Then click the orange button to proceed.

amazon

English

VAT Services on Amazon

****Important Notice****
Please provide your accurate contact information below so TB Accountants can reach out to you

Your Merchant Token (European)
To find your Merchant Token, make sure you are signed into your European Seller Central account and click [this link](#). Copy and paste the "Merchant Token" into the box below, for example - A190DUARU0OG84

Email address

Contact number (including country code)

WeChat ID (optional)

Fill in the contact form

Click here to proceed

Please note that it is very important that you provide your correct Merchant Token ID and valid contact details in order to allow the tax service provider to reach out to you to complete your VAT Registration.

Now you can click on the blue link to return to your VAT Services on Amazon Status Dashboard on Seller Central.

Once you are back to Seller Central, you can review the status of each country selected.

Your tax service provider will contact you within three working days. If you need to contact your tax service provider, you will find their contact details on your Status Dashboard.



VAT Services on Amazon **Tax Service Provider contact details** [Need more help?](#)

Status Dashboard
 VAT services on Amazon helps you with VAT registration and filing services in the EU countries. We currently support seven countries – United Kingdom, Germany, France, Italy, Spain, Czech Republic and Poland.

Important
 Your tax service provider is "TB Accountants". They will contact you within 3 business days to start the process, but only if you provided your current contact details in the previous step, if not you can do so now by [clicking here](#). Do you have any further question? You can contact your tax service provider by emailing them at info@tbaeu.com or calling +86 180 9898 6739 (CN) / +44 75999 78888 (UK).
 Additionally, please note:
 1. Your tax service provider may request you to add additional countries (or provide VAT registration details) based on where you store or sell goods. They may opt to discontinue the services for one or more countries if you choose not to do so.
 2. Once you receive your VAT numbers, we will provide instructions on how to access "File your VAT" in Seller Central, where you will be able to review your VAT filing reports and payment instructions.

COUNTRY
United Kingdom
 New VAT Registration and Filing

COUNTRY
Germany
 New VAT Registration and Filing

5. Start your VAT Registration with your tax service provider

Your tax services provider will reach out to you regarding the documents needed for VAT registration, and will support you through the process. You will need to follow the tax service provider's instructions; no additional action will be required from you.

How long will it take to get the VAT Registration Number(s)?

The timelines for VAT registration can vary greatly, depending on the jurisdiction(s) in which you are registering for VAT. Once you have filled in the form and have successfully gathered all the required documents:

- The tax service provider will take no more than five working days to submit your applications to the tax authorities.
- The tax authorities will process most VAT applications within:

| Country | Approximate time for receiving VAT numbers post application submission |
|-----------------------|--|
| United Kingdom | 4 to 6 weeks |
| Germany | 6 to 14 weeks |
| France | 9 to 11 weeks |
| Italy | 6 to 8 weeks |
| Spain | 6 to 8 weeks |
| Poland | 4 to 6 weeks |
| Czech Republic | 2 to 3 weeks |





Get support through the process of VAT Registration

You can directly contact the tax service provider if you need help with the specific cases provided here below:

1. VAT Transfer and VAT Registrations process handled by the tax service provider;
2. VAT Filings handled directly by the tax service provider;
3. Tax Notice and Penalties Management;
4. Tax Advice and Consulting*.

To contact your Tax Partner, use the contacts provided on your **VAT Registration Dashboard in Seller Central**.

You can contact, instead, Amazon's Selling Partner Support for the cases in which the tax service provider was not able to support you and for the specific cases provided here below:

1. Add/remove Country;
2. Cancel your Subscription;
3. Any question related to Seller Central;
4. VAT Filings via Seller Central;
5. VAT Promotion Specifics and Fees.

Click here to contact Amazon's Selling Partner Support.

* Tax Advice and Consulting with the tax service provider is not handled by Amazon, and the tax service provider offers, within VAT Services on Amazon, VAT compliance services but does not provide tax advisory services. If you are interested in additional services, such as tax advisory services, you can engage with them separately, outside of VAT Services on Amazon.

Please contact your tax advisor for tax advice as needed.

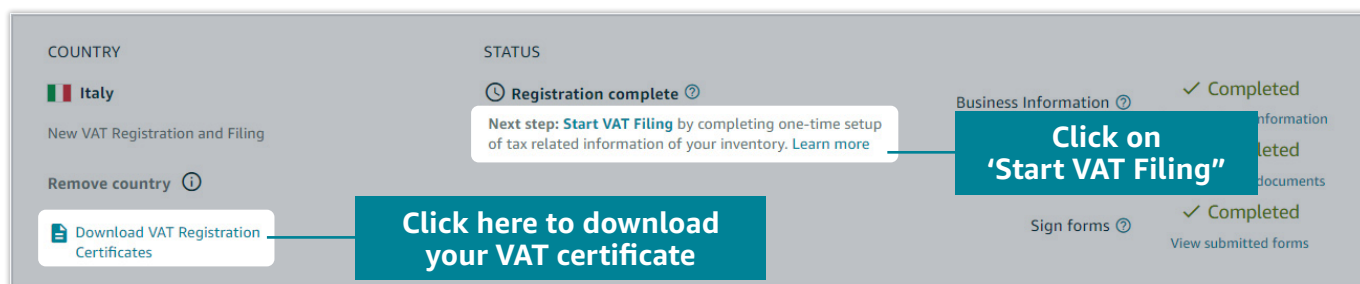
 **Please click here to review the additional services offered by our tax service providers and their fees >**

6. Get your VAT Number(s)

Congratulations on receiving your number!

As your VAT number(s) and DE Tax Certificate are received, they will be added to your Seller Central account. You can also expect to receive an email regarding detailed information about how to begin submitting your VAT filings through VAT Services on Amazon.

You will be able to download your VAT Registration Certificates directly from your Status Dashboard and start your VAT Filings by clicking on '**Start VAT Filings**'.



The screenshot shows a dashboard with the following elements:

- COUNTRY:** Italy (with a small Italian flag icon)
- STATUS:** Registration complete (with a clock icon)
- Business Information:** Completed (with a checkmark icon)
- Next step:** Start VAT Filing by completing one-time setup of tax related information of your inventory. Learn more
- Buttons:** 'Click here to download your VAT certificate', 'Click on Start VAT Filing', 'Download VAT Registration Certificates', 'Sign forms' (with a checkmark icon)
- Other text:** 'New VAT Registration and Filing', 'Remove country', 'View submitted forms'

Your VAT Number(s) will be uploaded automatically in your Tax Settings page.





1. I show as 'Eligible' for VAT Services on Amazon in the 'Manage your Services' menu of my Seller Central account. What does this mean?

You have signed up for VAT Services on Amazon by accepting the service's **terms and conditions**. You are now able to view the **'Manage your VAT'** navigation item (located in Seller Central under **'Reports'**) and are ready to select VAT services for supported countries. Until you have selected and successfully signed up for VAT services for a particular country, there are no charges for this service.

To sign up for one or more countries to receive VAT Services on Amazon, navigate to **'Manage your VAT'** and select the countries of your choice, as described in the **VAT Registration chapter**. If you are eligible, you will be notified and shown the appropriate fee for your country selections, and will be requested to confirm selection and fees by clicking **'Agree and Continue'**. Only once you then click **'Agree and Continue'** are you enrolled to the selected VAT Services on Amazon, and the respective annual fees will be charged to your seller account.

2. Do you have any active promotion?

To learn more about the VAT Services on Amazon fees and our current promotion please [click here](#).

3. What is the payment process? Should I pay to tax service providers first then get reimbursement?

For VAT registration, VAT filings services and fiscal representation, the fee will be debited directly from your main Amazon Seller Central Account. We will send a communication prior to debiting your account with the amount to be debited and exact date of debit. You do not need to pay the tax service providers, you will be charged by Amazon directly after your promotion period, if applicable.

If you are interested in additional services, such as tax advisory services, you can engage separately with the tax service provider, outside of VAT Services on Amazon. Please [click here](#) to review the additional services offered by our tax service providers and their fees.

4. Does the VAT Services on Amazon monthly fee include the VAT related to the subscription fee?

Price does not include the VAT related to the VAT Services on Amazon subscription fee. If applicable, this value will be included on your invoice and deducted from the balance of your Amazon Seller Central Account, and you will be able to see it as a **'Miscellaneous Adjustment'** on your Transactions page. You can reclaim the VAT amount through your periodic VAT return as a normal input VAT charge.

5. When will I be charged?

You will be charged the one-time VAT registration fee, per country, after you have signed up with VAT Services on Amazon. For VAT filing



services and tax representation, if applicable, we will start charging a monthly fee after your first filing is generated or after your promotion period ends, if applicable.

6. I do not speak English, so can tax service providers speak Chinese?

Yes, all tax service providers can provide services in Chinese.

7. Can I choose the tax service provider to support me during VAT registration and filing?

When you are enrolling in the VAT Services on Amazon, you will have the possibility to change the default tax service provider allocated to you at the time of signing up.

Please follow the below instructions in order to do so:

1. Go to **Seller Central > Reports > Manage your VAT**
2. Scroll down to section called **'Your tax partner'**
3. Click on **'Click here'** (in blue) if you would like to change the default tax services provider
4. You can now select the tax services provider of your choice
5. Click on **'Agree and Continue'** button to see the Terms and Conditions of your newly selected tax services provider. Please note if you click on 'Agree' in the window that popped up, you will no longer be able to change the tax services provider. If you close the pop up window without clicking on 'Agree', you will still be able to change the tax services provider.



Please note that if you do not have the option to select another tax service provider or your desired provider is not available to choose, it means that currently only the displayed tax service provider(s) are available.

Also, once you have signed the Terms and Conditions of the tax service provider assigned/chosen, you will not be able to again change tax service provider.

8. I added or removed a country for VAT registrations and/or transfers directly with my tax service provider, why is it not reflected on the dashboard?

Please note that the dashboard was generated when you selected the countries in your subscription at the time of checkout. It will not be updated in case you agree on a new set of countries directly with your tax service provider after you have completed your checkout.

However, we will work with your tax service provider so that you are transitioned to online VAT filing with your up-to-date and latest list of countries that you have agreed upon with your tax service provider. We will notify you by email once your VAT certificate has been issued and you are ready to start online filing for each country selected.

Please note that you will only be able to remove countries at VAT registration stage, and this option will not be available anymore once your VAT registration is completed and you start your VAT filings.



9. I have applied for transfer. When will my third-party tax service provider start submitting my VAT filings?

After you have provided all the required documents for the transfer, the tax service provider will submit them to tax authorities and start the transfer process. Once the transfer is completed and you have successfully changed your tax service provider to VAT Services on Amazon, your tax service provider will onboard you for filings. At that point, you will be set for filing in both Amazon and the tax service provider's systems and the provider will start submitting your VAT filings.

10. Who will take care of my VAT filings during the transfer process?

It is up to the seller to ensure its previous tax service provider takes care of its VAT filings during the transfer process.

11. Can I choose the date to begin my VAT Filing with my third-party tax service provider on VAT Services on Amazon?

You will be able to share a preferred start date when completing the form with your business information, but you will not be able to select the exact date to begin your VAT filings via VAT Services on Amazon.

12. Will there be any impact on my current VAT number if I transfer to VAT Services on Amazon?

No, there will be no impact and the VAT number(s) will still be valid. However, if you are on the flat rate scheme in the UK, you will have to transfer over to standard scheme.

13. Which is the fee for transferring to VAT Services on Amazon?

You can transfer to VAT Services on Amazon free of charge. Only after your first filing cycle will you be debited the cost of the VAT filings. **Please click here to find more information about our fees and current promotions.**

14. How can I get help if I have problems during the registration process?

You can directly contact the tax service provider if you need help with the specific cases provided here below:

1. VAT Transfer and VAT Registrations process handled by the tax service provider;
2. VAT Filings handled directly by the tax service provider;
3. Tax Notice and Penalties Management;
4. Tax Advice and Consulting*.

To contact your Tax Partner, use the contacts provided on the **VAT Registration Dashboard in Seller Central.**

*Tax Advice and Consulting with the tax service provider is not handled by Amazon and may be agreed directly with the tax service provider for an additional fee. Please **click here to review** the fees for some of the additional services offered by our partners.





You can, instead, contact Amazon's Selling Partner Support for the cases in which the tax service provider was not able to support you and for the specific cases provided here below:

5. Add/remove Country;
6. Cancel your Subscription;
7. Any question related to Seller Central;
8. VAT Filings via Seller Central;
9. VAT Promotion Specifics and Fees.

Click here to contact Amazon's Selling Partner Support.



VAT Services on Amazon – Sellers based in Europe: EU countries and UK

Why join VAT Services on Amazon?

VAT Services on Amazon is a convenient and cost-effective solution for handling your VAT registration, filing and submission requirements. Once you sign up, you will be assigned a tax services provider who will guide you through the VAT registration process. Once you receive your VAT Registration numbers, you will begin your VAT filing on Seller central.

- **Online filing enabling:** When you get all your VAT numbers for selected countries, you will transition to Seller Central for online filing.
- **Integrated service in your Seller Central:** Seller Central reports for your Amazon transactions (sales, returns, cross border stock movements) are integrated into VAT Services on Amazon and are automatically shared with your tax service provider together with your non-Amazon data and Imports data (as uploaded by you in Seller Central) to calculate your net VAT liabilities.
- **Cost-effective:** A monthly subscription fee starting as low as EUR 33.30 per country, per month (plus an additional fiscal representation fee where applicable).
- **Customize your VAT register & filing countries:** You are free to register and file in UK, DE, FR, IT, ES, PL, CZ (minimum 1 country, maximum 7 countries).

 [Learn more about our current promotion here >](#)

What is Amazon's role in VAT Services on Amazon?

Amazon maintains and hosts the interface for VAT Services on Amazon within Seller Central. Through Seller Central, Amazon sellers are able to:

- Follow step-by-step instructions to procure and upload the documents required for VAT registration;
- Upload electronic copies of the documents required by the tax service provider for VAT registration
- Review Amazon VAT transaction reports consolidated by Amazon
- Provide non-Amazon sales and purchases transactions (where applicable)
- Review VAT filing reports
- Review VAT payment amount



Amazon only provides the interface for VAT Services on Amazon, including technology that can help you and the tax service provider consolidate your transaction details and manage your VAT compliance obligations more conveniently. Amazon does not provide you with tax compliance services such as VAT registration or submission of filings, or tax advisory services. You will be guided through the document collection and submission process in order to complete VAT registration online.



Who is the Tax Service Provider, what is their role?

A tax service provider is the third-party partner who will assist you with fulfilling your legally required VAT filing obligations.

When you sign up for VAT Services on Amazon, you will go through the VAT registration, as described in this handbook, and filings. For the purpose of this service, Amazon works with global tax service provider Avalara.

The tax service provider will receive your VAT numbers on your behalf and provide to you.

During registrations, tax service provider will review your information and documents for accuracy and completeness and apply for VAT numbers on your behalf to respective authorities. Once your application is processed, they will share your VAT number with you to enable you to start filing.

With respect to regular VAT compliance report filings, your tax service provider will.

- Prepare the VAT filing report(s) based on your transactions data (Amazon and non-Amazon as reviewed and provided by you).
- Submit final VAT reports on your behalf to the relevant authorities.
- Calculate your monthly/quarterly VAT liability with payment details per country for you to initiate the payments efficiently.

The tax service provider provides VAT compliance services but does not provide tax advisory services (unless you engage them separately for advisory services outside of VAT Services on Amazon). Please contact your tax advisor for tax advice as needed.

You already have a VAT number – what is the process to start filing on VAT Services on Amazon?

To start filing on VAT Services on Amazon, you can navigate on Seller Central, visit **Reports** and click on **'Manage your VAT'**. You will land on the VAT Services on Amazon page. You can scroll to the section **'Need help with Filings only?'** where you can find a description of the process and click on **'Start now'**.

Need help with VAT Filings only?

Step 1: Activate VAT calculation service (optional)
VAT Calculation Service will calculate VAT and generate invoices on your behalf for all your Amazon transactions. [Learn more](#)

Step 2: Select countries and sign up
Select countries for VAT registration or filing, but first ensure you have added all your existing VAT numbers to Seller Central. We will initiate the transfer process to the tax agent for countries where you have an existing VAT number. If your company is not based in the EU, you will be directed to a form, so you can provide your contact details. The tax agent will contact you within three working days and provide step-by-step guidance to complete your application.

Step 3: Collect and provide information
Complete the unified questionnaire, collect supporting documents following the detailed checklist and upload them for verification by the tax agent.

Step 4: Set up and start filing
Set up your account for VAT filings by providing some additional information on your product listings and start filing. [Learn more about the monthly process.](#) If your company is not based in the EU, you may begin your VAT filings directly with the tax agent before you transition to VAT services on Amazon with Seller Central for on-going filings.

Start now **Click on "Start now"**



1. Complete the web form

Complete the online form with some basic information about your business. You will be redirected to the form by clicking on 'Start Now'. The tax service provider and VAT Services on Amazon will use the answers provided to get to know your business better and to set your account up correctly.

We will tailor the form to your specific needs based on the information you shared on your country of origin, the type of your business and the countries in which you wish to file for VAT with VAT Services on Amazon.

2. Collect Documents

To issue accurate and correct VAT filings, you may be asked to send the tax service provider a number of documents, including (but not limited to):

- a. VAT registration certificates
- b. Past VAT, Intrastat and ESL returns
- c. Any outstanding correspondence with the tax authorities

You will find specific indications on the documents to be provided directly on your online Dashboard. All documents mentioned in your dashboard are mandatory unless otherwise stated.

3. Sign and post Powers of Attorney

Once the form and documents have been verified, you will be able to download a set of power of attorney documents for you to check, print, sign and follow the indications to upload/return by post to the address shown in the dashboard.

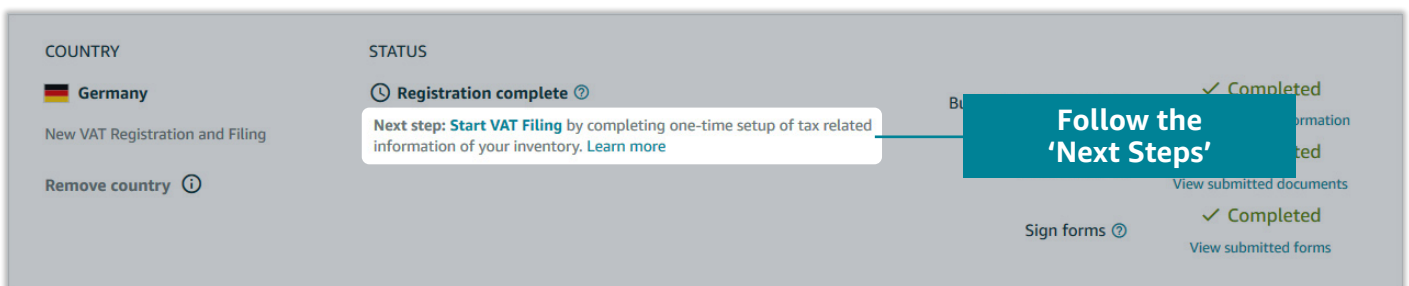
4. Provide additional information about your products

As a final step before filing your VAT, you will be asked to provide additional information about your products using our Product Tax File. [Find out more.](#)

You should also ensure that if you sell any goods which are not taxed at the standard rate, you have updated your Product Tax Codes. [Find out more.](#)

5. Start your VAT Filings with VAT Services on Amazon

Once you have completed all the requests specified in your online dashboard, your tax service provider will submit the documents and information to tax authorities and you will be able to start filing following the instructions displayed in 'Next Steps' on your Status Dashboard.



I already have a VAT number; why do I need to provide documents?

The tax service provider needs the requested documents to prepare



accurate and correct VAT filings. Requested documents include:

1. VAT registration certificates
2. Past VAT, Intrastat and ESL returns

All documents mentioned in the product are mandatory unless otherwise stated.

What business information and documents should I provide to transfer to VAT Services on Amazon?

At transfer to VAT Services on Amazon, you will be assigned a tax service provider. Your third-party tax service provider will specify which documentation you will need to share with them.

Here below you can find a list of commonly asked documents:

- VAT registration certificate(s)
- Copy of last VAT filing
- Details on when takeover will be valid from
- Company certificate of incorporation
- Photo ID for directors
- Government gateway logins (UK only)
- Completion of POA forms for each country (Signed by the seller).



Please note that the third-party tax service provider might ask you for additional documents on top of the ones listed above.

How long does it take to transfer to VAT Services on Amazon successfully?

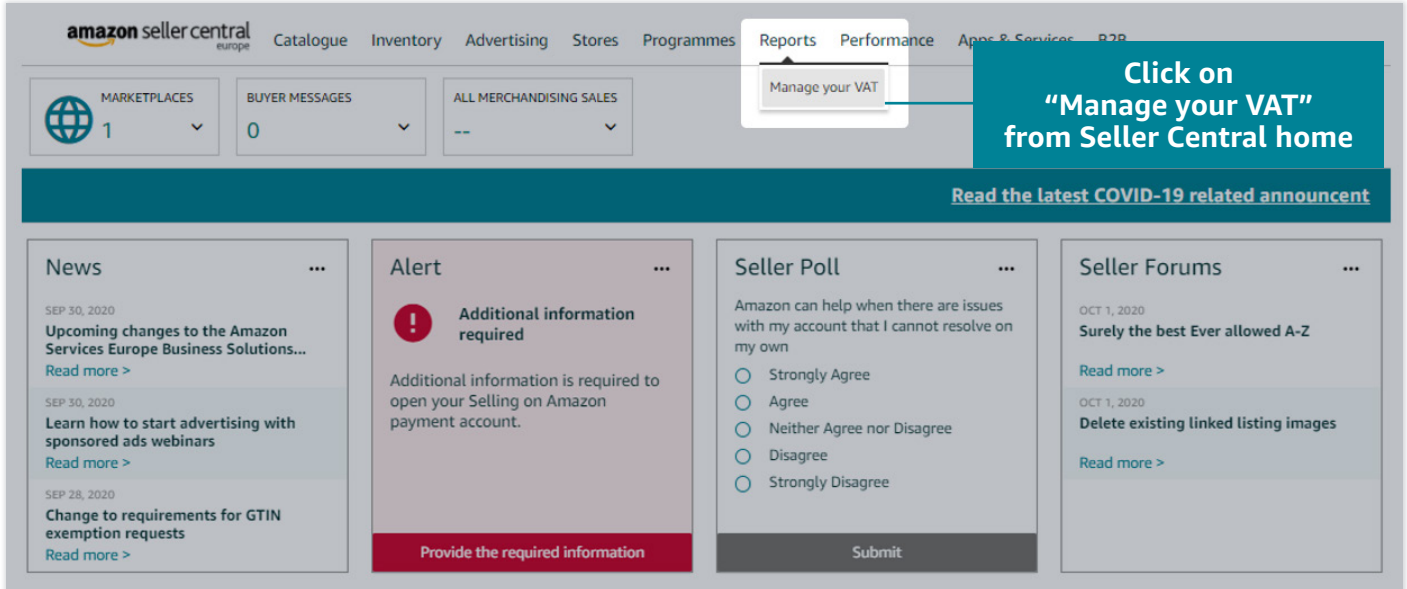
The timeline of the process depends on the countries for which you are transferring on VAT services on Amazon and on the time you will need to provide the signed POAs. The average time to transfer would range among 2 to 4 weeks.



User Guide

Navigate to “VAT Services on Amazon” in Seller Central

To navigate to “VAT Services on Amazon” in Seller Central, you need to sign in to your Seller Central account, visit “Reports”, in the main navigation section, and (a) click on “**Manage your VAT**”.



amazon seller central europe Catalogue Inventory Advertising Stores Programmes Reports Performance Apps & Services B2B

MARKETPLACES 1 BUYER MESSAGES 0 ALL MERCHANDISING SALES --

Manage your VAT

Click on “Manage your VAT” from Seller Central home

Read the latest COVID-19 related announcement

News ...

SEP 30, 2020
Upcoming changes to the Amazon Services Europe Business Solutions...
Read more >

SEP 30, 2020
Learn how to start advertising with sponsored ads webinars
Read more >

SEP 28, 2020
Change to requirements for GTIN exemption requests
Read more >

Alert ...

Additional information required

Additional information is required to open your Selling on Amazon payment account.

Provide the required information

Seller Poll ...

Amazon can help when there are issues with my account that I cannot resolve on my own

Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

Submit

Seller Forums ...

OCT 1, 2020
Surely the best Ever allowed A-Z
Read more >

OCT 1, 2020
Delete existing linked listing images
Read more >

Upon clicking ‘Register’, you will be routed to VAT Services on Amazon. Once you have clicked ‘Register’, you may return to VAT Services on Amazon at any time in the future by clicking on ‘Reports’ and selecting ‘Manage your VAT’ within Seller Central.





Welcome to VAT Services on Amazon

You will land on the VAT Services on Amazon 'Welcome' page. Here you can explore the features and benefits of the product in detail.

The screenshot shows the Amazon Seller Central interface for VAT services. At the top, there's a navigation bar with 'amazon seller central europe' logo, a language dropdown set to 'English', and links for 'Messages', 'Help', and 'Settings'. Below the navigation bar, the main heading is 'VAT services on Amazon'. There are four tabs: 'Features and benefits', 'Need help with VAT registration and filing', 'Need help with VAT filing only', and 'Important information'. The 'Features and benefits' tab is active, showing a video player with a '0:34' duration and a 'Start now' button. Below the video, there's a section for '[BREXIT] FREE EORI Promotion' with a 'Start now' button and a large 'Click on "Start now"' call to action.

The screenshot shows the 'Need help with VAT registration and filing?' page. It features a list of five steps with icons and descriptions:

- Step 1: Select countries and sign up**
Select countries for VAT registration or filing, but first ensure you have added all your existing VAT numbers to Seller Central. You will automatically be assigned to a preferred VAT compliance service provider who will act as your tax agent. If your company is not based in the EU, you will be directed to a form, so you can provide your contact details. The tax agent will contact you within three working days and you will receive step-by-step guidance to submit your application.
- Step 2: Collect and provide information**
Complete the unified questionnaire, collect supporting documents following the detailed checklist and upload them for verification by the tax agent.
- Step 3: Submit documents**
Download and sign the prefilled application forms and post them to the tax agent who will submit your application to the tax authorities.
- Step 4: Activate VAT calculation service (optional)**
Once you have received your VAT registration number(s), you can choose to activate VAT Calculation Service (optional step). VAT Calculation Service will generate invoices and calculate VAT on your behalf for all your Amazon transactions. [Learn more.](#)
- Step 5: Set up and start filing**
Set up your account for VAT filings by providing some additional information on your product listings and start filing. [Learn more about the monthly process.](#) If your company is not based in the EU, you may begin your VAT filings directly with the tax agent before you transition to VAT services on Amazon with Seller Central for on-going filings.

At the bottom, there is a 'Start now' button and a large 'Click on "Start now"' call to action.

Once you are ready, click on 'Start now' to proceed and sign up for VAT Services on Amazon.

You will be redirected to the VAT Services on Amazon dashboard. You may return to this dashboard at any time in the future by clicking on 'Manage your VAT' under the 'Reports' tab on the Seller Central home page.



VAT Registration

VAT Services on Amazon

[Need more help?](#)

1. Confirm your profile

Business Type

Please review your business type, which can be either sole proprietor, or a company. Please ensure that it matches how your business is classified on your documents, such as Trade Register.

- Sole Proprietor
 Defined as an unincorporated business that is owned and run by one person
- Company
 Defined as a registered (or incorporated) legal entity established to run a business

By clicking on "Confirm" you are acknowledging that the above information is correct.

Business details

Business Name

Business name refers to your legal business name, as recorded in your business registration documents.

Country of Establishment

Country of Establishment is the country where your business is registered. Please ensure your country of establishment matches with your business incorporation documents. You will be redirected to account settings page to edit this information.

By clicking on "Confirm" you are acknowledging that the above information is correct.

Existing VAT number

Already have a VAT registration number?

2. Customise your subscription



Important

In countries where you do not have a VAT Registration number on file, VAT Registration will be initiated. Once VAT Registration has been completed, you will be able to conduct filings through VAT Services on Amazon.

Customise your subscription

In countries where you do not have a VAT Registration number on file, VAT Registration will be initiated. Once VAT Registration has been completed, you will be able to conduct filings through VAT Services on Amazon.

| | | | |
|----------------|-------------------------------------|--------------------------------------|--------|
| United Kingdom | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |
| France | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |
| Italy | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |
| Spain | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |

[Add country](#)

One-time fee

VAT Registration in 4 countries

€200

Fee will be debited from your Seller Central account in the following months

+

Monthly fee

For 4 countries

€117 €0

Total monthly fees at the end of the 6 months promotion. Questions? [VAT services on Amazon Fees](#)

First 6 months of filing and fiscal representation **FREE** of charge!

Refer to terms and conditions for VAT services on Amazon promotion

[VAT services on Amazon Fees](#)

Your tax partner

We have selected the following tax partner for you.

Avalara

Subscription Summary

- Total subscription cost for 4 country(ies)
- The first 6 months of filing and fiscal representation cost are free under our promotion. You will be charged from first filing cycle after 6 months.
- VAT services on Amazon Fees
- Avalara is your tax partner.

By clicking on Agree and continue, you accept the terms and conditions of VAT Services on Amazon and agree that you pay the amount shown in accordance with these terms and conditions.



1. Confirm your profile information

Select your 'Business Type', 'Business Name' and 'Country of Establishment'

Business Type
Please review your business type, which can be either sole proprietor, or a company. Please ensure that it matches how your business is classified on your documents, such as Trade Register.

Sole Proprietor
Defined as an unincorporated business that is owned and run by one person

Company
Defined as a registered (or incorporated) legal entity established to run a business

Confirm By clicking on "Confirm" you are acknowledging that the above information is correct.

Business details

Business Name
Business name refers to your legal business name, as recorded in your business registration documents.

Edit

Country of Establishment
Country of Establishment is the country where your business is registered. Please ensure your country of establishment matches with your business incorporation documents. You will be redirected to account settings page to edit this information.

Edit

Confirm By clicking on "Confirm" you are acknowledging that the above information is correct.

Existing VAT number
Already have a VAT registration number?

Add existing VAT number

Add 'Existing VAT number' (if applicable)

On this page, you need to provide and confirm information about your business type, your business name and country of establishment. The resulting set of questions must be completed in full. If nothing needs to be updated, you can click on the '**Confirm**' button to move on to the next step.

If something needs to be updated, please click on the '**Edit**' button to update.

The answers provided in the form will be used by the tax service provider to pre-fill the necessary application forms on your behalf, for all the countries you will select in the next step, allowing you to save time and effort.

! Please note that in case we detect an error in your business type or business name provided, you will get an error notification on your dashboard with the relative instructions to fix the error. Fix the errors following the instructions provided. The new information will be updated on your dashboard in real time.

Existing VAT numbers:

If you already have existing VAT registration numbers for any European country, you should add them by clicking on the '**Add existing VAT number**' button. You will be redirected to your Tax Settings page, where you will be able to add any existing VAT number. Once completed, you will be able to return to this dashboard directly or by clicking on '**Manage your VAT**' under '**Reports**' in the main navigation tab.





Please note that the validation of existing numbers make take up to two working days. If your existing VAT numbers for one or more countries is not validated after two working days, you will still be able to click on the **'Continue'** button and proceed with the other countries. You will be able to add the countries still pending their VAT number validation later from your VAT Registration dashboard.

2. Customize your subscription

In this section, you can customise your subscription by selecting the countries in which you want to be VAT registered. If you want to add any country, you can click on **'Add country'**. If you want to exclude any of the countries displayed, you can do it by clicking on the **'Remove'** button.

Additionally, please review the **'Promotion terms and conditions'**. If needed, you can view the Amazon Rate Card, where you will find more information about the fees.

Customize your subscription
In countries where you do not have a VAT Registration number on file, VAT Registration will be initiated. Once VAT Registration has been completed, you will be able to conduct filings through VAT Services on Amazon.

| | | | |
|----------------|-------------------------------------|--------------------------------------|--------|
| United Kingdom | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |
| France | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |
| Italy | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |
| Spain | No VAT registration number provided | Initiate VAT Registration and Filing | Remove |

Remove Countries (Callout pointing to the Remove buttons)

Review terms and conditions (Callout pointing to the terms and conditions link)

View Amazon Rate Card (Callout pointing to the VAT services on Amazon Fees link)

Add Country (Callout pointing to the Add country button)

One-time fee
VAT Registration in 4 countries
€200

Monthly fee
For 4 countries
€117 €0

First 6 months of filing and fiscal representation **FREE** of charge!

Refer to terms and conditions for VAT services on Amazon promotion



Please note that if you are already VAT Registered through VAT Services on Amazon, and you want to expand you EU business, you can easily add the eventual missing countries on VAT Services on Amazon via add country at any point any time.

Depending on whether you have a valid VAT number recorded in Seller Central or not, for a specific country, VAT registration or VAT Filings for that country will be initiated.

- Valid VAT number recorded in Seller Central – VAT Filing will be initiated
- Valid VAT number not recorded in Seller Central – VAT registration will be initiated

Lastly, to confirm your subscription to VAT Services on Amazon, review the terms and conditions and click on the **'Agree and Continue'** button.

Subscription Summary

- Total subscription cost for 4 country(ies)
- The first 6 months of filing and fiscal representation cost is FREE of charge!
- VAT services on Amazon Fees
- Avalara is your tax partner.

Review Amazon's Terms and Conditions (Callout pointing to the terms and conditions link)

Agree and Continue (Callout pointing to the button)

By clicking on Agree and continue, you accept the terms and conditions of VAT Services on Amazon and agree that you pay the amount shown in accordance with these terms and conditions.



Once completed, you will be redirected to your Status Dashboard. On this Dashboard, you will be able to view the country-by-country status of your subscription.

3. Provide your business information and upload documents

Status Dashboard

VAT Services on Amazon helps you with VAT registration and filing services in the EU countries. We currently support United Kingdom, Germany, France, Italy, Spain, Czech Republic and Poland. For our selling partners outside of EU, we currently support United Kingdom, Germany and Czech Republic.

[Add new countries](#)

| COUNTRY | STATUS | Next step | Business Information | Documents | Sign forms |
|--|--|-----------------------------------|-----------------------|-----------------------|-----------------------|
| Germany New VAT Registration and Filing Remove country | Not started Next step: Provide required business information and documents. Once received, we will verify your information. | Provide your Business Information | Start | Start | Start |
| France New VAT Registration and Filing Remove country | Not started Next step: Provide required business information and documents. Once received, we will verify your information. | | Start | Start | Start |
| Italy New VAT Registration and Filing Remove country | Not started Next step: Provide required business information and documents. Once received, we will verify your information. | | Start | Start | Start |

3. Provide your business information and upload documents for verification

On your Status Dashboard, you will be able to proceed with the next steps:

a) Provide your business information in the online form

Your subscription: Company | Business Contact | Accounting | Country Specific | Review | [Need more help?](#)

Provide information about your business.

[Exit to Dashboard](#)

Company information

We have already filled in some information below based on what you provided us at the time of registering to sell at Amazon. Please review all the details and make sure to edit or update it with the most recent information that matches your documents.

Business Information
This information is required by tax authorities in all EU countries.

Type of company [?](#) **Tips with additional information**

Date of incorporation of the company [?](#) Organization/company number [?](#)

Brief description of the activities of the business [?](#)

Are you selling to consumers or businesses? [?](#)



Click on the button **'Start'** next to Business information. You will be routed to the online form where you will fill in all the necessary information.

This process will take 5 to 10 minutes on average, and you will find tips throughout the form to give you more information, if needed.

At the end of the form, you will be able to review all the information provided.

! Please ensure that all the information you provide in the online form matches with the information in your business documents.

b) Collect and upload documents for verification

Once completed the business information, click on the button **'Start'** next to **'Documents'**.

You will be routed to the **'Collect and upload documents for verification'** page, where you will find the list of documents needed, the descriptions and samples of the documents, and the customised instructions, based on your location, on how to get the necessary documents from your country's Tax Authorities.

You will need to collect the required documents and upload the scanned versions of the originals on this page by clicking on the **'Upload'** button next to each document required.



Exit to Dashboard

Collect and upload documents for verification

Please collect and upload the following documents to proceed. The tax agent will verify your documents to prepare your application. It typically takes 2 business days for the tax agent to review your documents.

View document checklist for all countries

Currently selected countries: Germany View documents required for more countries

Certificate confirming your business activities

Document required for Germany / Spain

Please upload an original copy. For multiple pages, upload as a single file.

Details

- Please provide a Certificate confirming your business activities issued within the last 60 days.
- Contact Companies House (00 44 303 123 4500) and request either the "Certificate of Good Standing" that must be a full version or the "Current Appointments Report". View Sample 1 here; view Sample 2 here.
- The "Certificate of Good Standing" full version must show the company name, the company number, the incorporation date, the registered office address, the director(s) full name(s) and the issuance date.

Company's Articles of Association

Document required for Germany / Spain

Please upload an original copy. For multiple pages, upload as a single file.

Details

- This document should be available in your records; however, if you need a copy follow this steps: 1) visit Companies House's website, 2) search for your company name, 3) follow the route: Filing History > Incorporation.
- You must upload a single pdf file containing: i) Certificate of incorporation ii) Shareholder details iii) Model articles. You may need to merge multiple files in a single pdf file, if these three data sets are not available readily in a single file on the HMRC website. View sample here.

Photo identification document for legal representative

Document required for Germany / Spain

Please upload an original copy. For multiple pages, upload as a single file.

Details

- Please upload a document with a validity of at least 6 months and make sure the scan is fully readable.
- Supported documents are only national ID card and a passport.
- ID document should show: first name/surname, the date/place of birth, gender, signature, expiry date and Passport/ID number.
- Please upload both sides of the document on the same file if required.
- The name on the document should match the name of the legal representative on the business information form.
- This document should be different from the documents you provide for the second and third Proof of Identity.
- Supported document languages include: English, German, French, Spanish and Italian. For documents in any other language, please provide both the original document and its English translation in the same file.
- Non-certified translations are accepted, please make sure these are complete.

Letter from your bank

Document required for Germany

Please upload an original copy. For multiple pages, upload as a single file.

Details

Upload

Supported file types

Upload

Supported file types

Upload

Supported file types

Upload

Supported file types

In case of an error, you will see an error notification on your Status Dashboard. You can click on **'fix errors'** where you will find the description of the error and the steps that you will need to take to solve the error. You will also receive an email notification and be shown a description of the error in Seller Central.

VAT Services on Amazon

Status Dashboard

VAT Services on Amazon helps you with VAT registration and filing services in the EU countries. We can help you with VAT registration and filing services in the EU countries.

United Kingdom

Status: Error

Next step: You have errors in your documents uploaded. Please correct your errors and re-submit.

Business Information: Under Review

Documents: Fix errors

Sign forms: Start

Germany

Status: Error

Next step: You have errors in your documents uploaded. Please correct your errors and re-submit.

Business Information: Under Review

Documents: Fix errors

Sign forms: Start

France

Status: Error

Next step: You have errors in your documents uploaded. Please correct your errors and re-submit.

Business Information: Under Review

Documents: Fix errors

Sign forms: Start

Note: When taking corrective action, please ensure that you correct all errors as one document may have several errors.

Exit to Dashboard

Collect and upload documents for verification

Please collect and upload the following documents to proceed. The tax agent will verify your documents to prepare your application. It typically takes 2 business days for the tax agent to review your documents.

View document checklist for all countries

Currently selected countries: United Kingdom View documents required for more countries

Photo identification document for legal representative

Document required for Germany / United Kingdom / Italy / France

Please upload an original copy. For multiple pages, upload as a single file.

Details

- Please upload a document with a validity of at least 6 months and make sure the scan is fully readable.
- Supported documents are only national ID card and a passport.
- ID document should show: first name/surname, the date/place of birth, gender, signature, expiry date and Passport/ID number.
- Please upload both sides of the document on the same file if required.
- The name on the document should match the name of the legal representative on the business information form.
- This document should be different from the documents you provide for the second and third Proof of Identity.
- Supported document languages include: English, German, French, Spanish and Italian. For documents in any other language, please provide both the original document and its English translation in the same file.
- Non-certified translations are accepted, please make sure these are complete.

Second Proof of Identity for legal representative

Document required for United Kingdom

Please upload an original copy. For multiple pages, upload as a single file.

Details

- Supported documents include: identity card, driving license, Hukus ID, Marriage certificate, EU health insurance card, birth certificate, Mortgage statement, utility bill or tenancy agreement, or official document from your employer that contains name, date of birth and National Insurance number.
- Documents should be valid for at least for six months. Utility documents must be recent (preferably within the last three months).
- Do not upload bank or credit card statements.
- The name on the document should match the name of the legal representative on the business information form.
- This document should be different from the documents you provide for the photo identification and third proof of identity.

Third Proof of Identity for legal representative

Document required for United Kingdom

Please upload an original copy. For multiple pages, upload as a single file.

Details

- Supported documents include: identity card, driving license, Hukus ID, Marriage certificate, EU health insurance card, birth certificate, Mortgage statement, utility bill or tenancy agreement, or official document from your employer that contains name, date of birth and National Insurance number.
- Documents should be valid for at least for six months. Utility documents must be recent (preferably within the last three months).
- Do not upload bank or credit card statements.
- The name on the document should match the name of the legal representative on the business information form.
- This document should be different from the documents you provide for the photo identification and second proof of identity.

Updated on April 1, 2020

1 errors in [document name].jpg

- Document expired or seen to expire. Please upload an ID document that will remain valid for at least 6 months.

Upload

Supported file types

Updated on March 30, 2020

1 errors in [document name].jpg

- Company director's name missing: Please upload a document with the names of the director(s) / legal representative(s).

Upload

Supported file types

Updated on April 1, 2020

1 errors in [document name].jpg

- Informative remarks: The surname of the director(s) / legal representative(s) listed in the uploaded document do not match with the name(s) of the director(s) / legal representative(s) given in the business information.

Upload

Supported file types



Once your business information and all documents have been verified and there are no errors or missing documents, you will be able to continue to the next step.

Status Dashboard

VAT Services on Amazon helps you with VAT registration and filing services in the EU countries. We currently support United Kingdom, Germany, France, Italy, Spain, Czech Republic and Poland. For our selling partners outside of EU, we currently support United Kingdom, Germany and Czech Republic.

+ Add new countries

| COUNTRY | STATUS | Progress |
|--|--|---|
| <p> Spain</p> <p>New VAT Registration and Filing</p> <p>Remove country</p> | <p> Awaiting signed forms</p> <p>Next step: Your applications forms are now generated. Please sign and send to us the application forms to complete your application.</p> | <p>Business Information Completed View submitted information</p> <p>Documents Completed View submitted documents</p> <p>Sign forms Start</p> |
| <p> Poland</p> <p>New VAT Registration and Filing</p> <p>Remove country</p> | <p> Awaiting signed forms</p> <p>Next step: Your applications forms are now generated. Please sign and send to us the application forms to complete your application.</p> | <p>Business Information Completed View submitted information</p> <p>Documents Completed View submitted documents</p> <p>Sign forms Continue</p> |

4. Download, sign and post hard-copy documents

Once your business information and all documents have been verified, you will be able to click on the button **'Start'** next to the Sign Form.

| | | |
|--|--|--|
| <p>COUNTRY</p> <p> Spain</p> <p>New VAT Registration and Filing</p> <p>Remove country</p> | <p>STATUS</p> <p> Awaiting signed forms</p> <p>Next step: Your applications forms are now generated. Please sign and send to us the application forms to complete your application.</p> | <p>Business Information Completed View submitted information</p> <p>Documents Completed View submitted documents</p> <p>Sign forms Start</p> |
|--|--|--|

Click on 'Start' Sign Forms →

Please visit the **'Sign forms'** page for each country from your dashboard and complete the following steps to proceed:

a) Download, print and sign the application forms.

Since the form and documents provided have been verified, you will be now able to click on the **'Download'** button, you will be able to download:

- Pre-filled application forms
- Pre-filled Power of Attorney's (POA's)

Please print each of the documents and sign where required. Once



signed, you can upload them directly in the 'Upload electronic documents' section.

Review and sign forms

Your application forms have been generated and are available for download. Please sign the application forms and share with the tax agent. In some cases, forms can be uploaded, while other forms are required to be sent by post, along with supporting documents. Please follow the detailed instructions given below for your application process.

Currently selected countries
 Spain

(a) Download, print and sign the forms

1 **Download, print and sign the downloaded forms** (1 form(s) included in download)
 Please download, review and sign the downloaded forms as required. We have included sample forms with instructions to help you with this process. [Download](#)

2 **Upload electronic documents** (1 form(s) to be uploaded)
 From the documents that you downloaded, please upload the signed versions of the following documents:

Spain
 Power of Attorney - Notarized (poaES)
 Details ▾ [Upload](#)
 Supported file types ⓘ

(b) Upload electronic documents

3 **Prepare the following documents to be sent via post**
 The following documents are required to be sent via post. These include documents that you have downloaded above, and in some cases, original documents that you collected in the previous step.

- If you are applying for United Kingdom and Poland, your application will not be processed until physical documents are received
- For France, Italy, Czech Republic and Spain, while your application will be processed based on documents uploaded above, tax authorities require physical documents to be available for their records. Please send these original documents when COVID-19-related closures are lifted by your local authorities

Spain

1. Power of attorney - Notarised (poaES)
2. Certificate confirming your business activities

Please collate the documents mentioned above in a package and send them to the tax agent at the address provided below. If you are registering for multiple countries, you can send them in the same package.

Shipping address:
 Avalara Europe Ltd.
 Lanchester House, 3rd Floor

(c) Prepare and send via post the specified documents

b) Upload electronic documents

Scan each document requested in the 'Upload electronic documents' (only one document per type), and upload the scans. These documents will appear as 'Verified' once the tax service provider confirms that the documents provided are correct.

Review and sign forms

Your application forms have been generated and are available for download. Please sign the application forms and share with the tax agent. In some cases, forms can be uploaded, while other forms are required to be sent by post, along with supporting documents. Please follow the detailed instructions given below for your application process.

Currently selected countries
 Germany

1 **Download, print and sign the downloaded forms** (5 form(s) included in download)
 Please download, review and sign the downloaded forms as required. We have included sample forms with instructions to help you with this process. [Download](#)

2 **Upload electronic documents** (5 form(s) to be uploaded)
 From the documents that you downloaded, please upload the signed versions of the following documents:

| | |
|--|---|
| Germany DE Power of Attorney 4 (dePowerOfAttorneyFiling) Details ▾ | Upload poa4.pdf ✓ Verified on April 14, 2020 |
| DE F22 Application Form (deF22Application) Details ▾ | Upload poa4.pdf ✓ Verified on April 14, 2020 |
| DE VAT Registration Application Form (deVATRegistrationApplication) Details ▾ | Upload poa4.pdf ✓ Verified on April 14, 2020 |
| DE Power of Attorney 2 (powerOfAttorneyDESecondary) Details ▾ | Upload poa4.pdf ✓ Verified on April 14, 2020 |
| DE Power of Attorney 3 (dePowerOfAttorneySteuerberater) Details ▾ | Upload poa4.pdf ✓ Verified on April 14, 2020 |

c) Prepare the specified documents to be sent via post

Collect all the hard copies of original documents as requested. Please add the physical signed documents you have printed for *Step (a)* along with the official copies you collected from the authorities.



d) Post the signed forms and original documents to the tax service provider as per instructions.

Follow the instructions on the screen to send via post the signed forms and supporting documents to the service tax provider at their address. This is necessary because tax authorities require hard copies of documents. From here, your documents undergo a final verification process by the tax service provider and will be forwarded to the tax authorities for processing.

To make sure you have not missed any documents, you will be able to print the summary checklist to guide you when preparing the package for the tax service provider. Once you have posted the documents, you can click on **'Done'** and you will be able to track whether the tax service provider has received the documents. You will then be able to see all the steps as **'Completed'** for each of the sections.

The results of the service tax provider checks (verified status, error status) will be displayed on the dashboard and you will be able to track them at any later date by returning to the VAT Services on Amazon in Seller Central.

If there are any errors or missing documents in your application package, you will receive an email notification with detailed information about the same.



When taking corrective action, please ensure that you correct all errors as one document may have several.

4. Get your VAT Number(s)

Congratulations on receiving your number!

As your VAT number(s) and DE Tax Certificate are received, they will be added to your Seller Central account. You can also expect to receive an email regarding detailed information about how to begin submitting your VAT filings through VAT Services on Amazon.

You will be able to download your VAT Registration Certificates directly from your Status Dashboard and start your VAT Filings by clicking on **'Start VAT Filings'**.

The screenshot shows the VAT Services dashboard for Italy. The 'COUNTRY' is set to Italy. The 'STATUS' is 'Registration complete'. A 'Next step: Start VAT Filing' button is present. A large teal callout box says 'Click here to download your VAT certificate'. Another teal callout box says 'Click on "Start VAT Filing"'. The dashboard also includes links for 'Download VAT Registration Certificates', 'Sign forms', and 'View submitted documents'.

Your VAT Number(s) will be uploaded automatically in your Tax Settings page.



Add new countries

If desired, at this stage you will be able to add more countries by clicking on 'Add new countries'. You can click on 'Add new countries', select the countries you would like to add and click on 'Continue'.

VAT Services on Amazon Need more help?

Status Dashboard

VAT Services on Amazon helps you with VAT registration and filing services in the EU countries. We currently support United Kingdom, Germany, France, Italy, Spain, Czech Republic and Poland. For our selling partners outside of EU, we currently support United Kingdom, Germany and Czech Republic.

Add new countries + Add new countries

| COUNTRY | STATUS | Business Information | Documents | Sign forms |
|---|--|--|--|--|
| Germany New VAT Registration and Filing Remove country | Registration complete Next step: Start VAT Filing by completing one-time setup of tax related information of your inventory. Learn more | ✓ Completed View submitted information | ✓ Completed View submitted documents | ✓ Completed View submitted forms |
| France New VAT Registration and Filing Remove country | Registration complete Next step: Start VAT Filing by completing one-time setup of tax related information of your inventory. Learn more | ✓ Completed View submitted information | ✓ Completed View submitted documents | ✓ Completed View submitted forms |

At this stage, you can add existing VAT numbers if you have them for the countries selected.

Adding a better Seller Central. Experience it for yourself. [Use new navigation](#)

Add new countries for VAT registration and filings

Already have a VAT registration number? [Add existing VAT number](#) Add existing VAT numbers

Select the countries you would like to add

| Country | VAT Services | VAT Status |
|--|-----------------------------|---|
| <input checked="" type="checkbox"/> Czech Republic | VAT Registration and Filing | No VAT registration number provided |
| <input type="checkbox"/> United Kingdom | VAT Registration and Filing | No VAT registration number provided |
| <input type="checkbox"/> France | VAT filing | Verified VAT registration number provided |
| <input checked="" type="checkbox"/> Poland | VAT Registration and Filing | No VAT registration number provided |
| <input checked="" type="checkbox"/> Spain | VAT Registration and Filing | No VAT registration number provided |

Cancel Continue

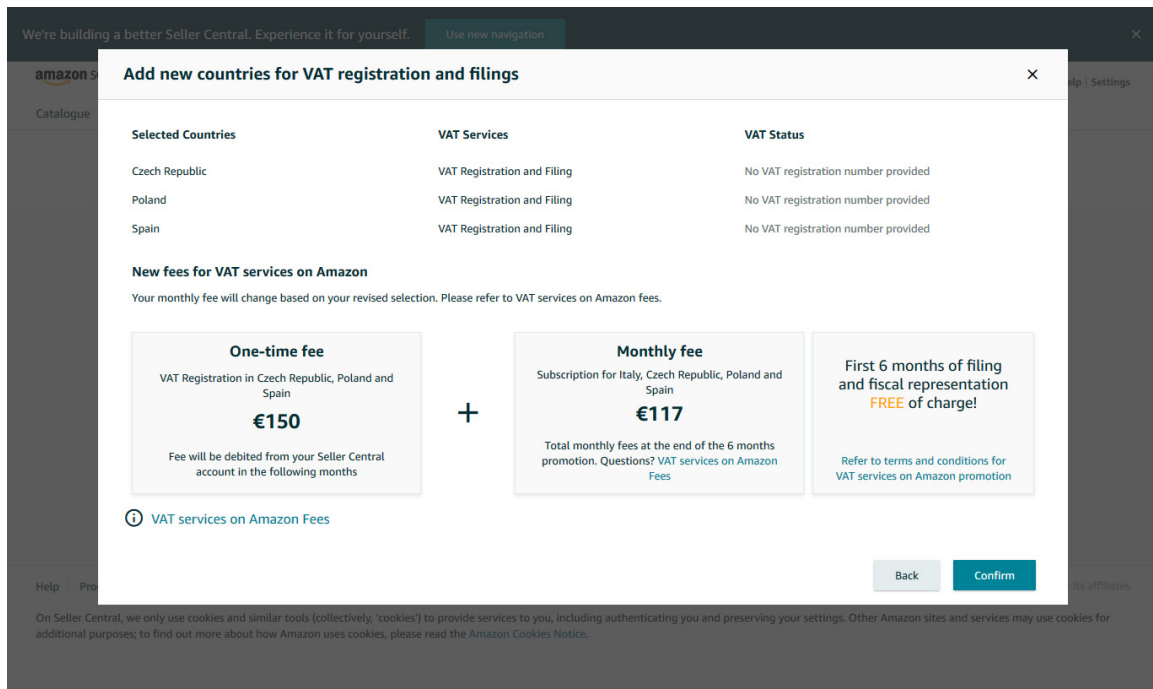




At this stage, you can review the current fees for the countries you had selected at registration, the new fees for the countries you have just added and the new total payment for registration.

You can also review the 'Promotion terms and conditions' that apply.

Once you have reviewed, you can click on 'Confirm' and validate your selection.



How long will it take to get the VAT Registration Number(s)?

Timelines for VAT registration can vary greatly, depending on the jurisdiction(s) in which you are registering for VAT. Once you have filled in the form and have successfully gathered all the required documents:

- The tax service provider will take no more than five working days to submit your applications to the tax authorities.
- The tax authorities will process most VAT applications within:

| Country | Approximate time for receiving VAT numbers post application submission |
|----------------|--|
| United Kingdom | 4 to 6 weeks |
| Germany | 6 to 14 weeks |
| France | 9 to 11 weeks |
| Italy | 6 to 8 weeks |
| Spain | 6 to 8 weeks |
| Poland | 4 to 6 weeks |
| Czech Republic | 2 to 3 weeks |



Get support through the process of VAT Registration

You can directly contact Avalara if you need help with the specific cases provided here below:

1. Tax notice management;
2. Change of business details after your VAT registration is complete.

To contact Avalara, follow the path here below:

Seller Central > Reports > File your VAT > FAQ > I have a question related to Tax office notices. How can I get support? > Message Tax Agent

You can instead contact Amazon's Selling Partner Support for any other case you might need support with by clicking [here](#).



Please note that Amazon does not provide tax and legal advice to sellers and that Avalara's role under VAT Services on Amazon is limited to VAT compliance reporting. We thus recommend to contact your external tax advisor for tax and legal advice.

If you do not have a tax advisor, you can [click here](#) to find a company to help you with tax advisory services.





1. I show as “Eligible” for VAT Services on Amazon in the “Manage your Services” menu of my Seller Central account. What does this mean?

You have signed up for VAT Services on Amazon by accepting the service’s **terms and conditions**. You are now able to view the ‘**Manage your VAT**’ navigation item (located in Seller Central under ‘**Reports**’) and are ready to select VAT services for supported countries. Until you have selected and successfully signed up for VAT services for a particular country, there are no charges for this service.

To sign up for one or more countries to receive VAT Services on Amazon, navigate to ‘**Manage your VAT**’ and select the countries of your choice, as described in the **VAT Registration chapter**. If you are eligible, you will be notified and shown the appropriate fee for your country selections, and will be requested to confirm selection and fees by clicking ‘**Agree and Continue**’. Only once you then click ‘**Agree and Continue**’ are you enrolled to the selected VAT Services on Amazon, and the respective annual fees will be charged to your seller account.

2. Do you have any promotions?

To learn more about the VAT Services on Amazon fees and our current promotion, please [click here](#).

3. What is the payment process? Should I pay to tax service providers first, and then get reimbursement?

For VAT registration, VAT filings services and tax representation, the fee will be debited directly from your main Amazon Seller Central Account. We will send a communication prior to debiting your account with the amount to be debited and exact date of debit. You do not need to pay the tax service providers. You will be charged by Amazon directly after your promotion period, if applicable.

If you are interested in additional services, such as tax advisory services, you can engage separately with the tax service provider, outside of VAT Services on Amazon.

4. Does the VAT Services on Amazon monthly fee include the VAT related to the subscription fee?

Price does not include the VAT related to the VAT Services on Amazon subscription fee. If applicable, this value will be included on your invoice and deducted from the balance of your Amazon Seller Central Account, and you will be able to see it as a ‘**Miscellaneous Adjustment**’ on your Transactions page. You can reclaim the VAT amount through your periodic VAT return as a normal input VAT charge.



5. When will I be charged?

You will be charged the one-time VAT registration fee, per country, after you have signed up with VAT Services on Amazon. For VAT filing services and tax representation, if applicable, we will start charging a monthly fee after your first filing is generated or after your promotion period ends, if applicable.

6. Why do I need to fill in a form?

In order to proceed with VAT registration, the local tax authorities require some basic information about your business. The tax service provider will mainly use the answers provided in the form to pre-fill the necessary application forms on your behalf, for all the countries you selected, allowing you to save time and effort.

7. Why do I need to provide documents?

As part of the registration process, the local tax authorities require that VAT registration applications be accompanied by a number of supporting documents.

Required documents can include (but might not be limited to):

1. Certificates confirming your business activities
2. Local VAT registration certificates
3. Official letters from your bank
4. Proof of identity of the legal representative

You will only be asked to collect documents that are required for your VAT registration.

8. Why do I need to provide multiple copies of documents?

Each VAT registration application is processed by the country-specific tax authorities; for this reason, depending on your selection of VAT services, you might be asked to provide up to seven Official Copies of any given document (one for each tax authority).

9. What is an Official Copy? Can I submit a photocopy instead?

An 'Official Copy' is a copy of a document, issued by a tax authority or relevant government body. Unless otherwise stated, photocopies, web downloads and screens printed from web browsers will not be accepted by the tax authorities in the place of 'Official Copies'.

10. I am being asked to notarize and apostille some documents – why?

To ensure that certain types of documents are official and valid, some tax authorities will only accept notarised official copies.

11. What is a notary?

A notary is a public officer authorised to perform certain legal formalities, including certifying documents for use in other jurisdictions.



12. Some documents are difficult to obtain. Can I register for VAT without them?

No. All documents requested by VAT Services on Amazon are mandatory, and without them, it will not be possible to proceed with your VAT Registration requests.

If you are having difficulty obtaining any of the documents, please **contact our Seller Support**.

13. I have applied for transfer. When will my third-party tax service provider start submitting my VAT filings?

After you have provided all the required documents for the transfer, the tax service provider will submit them to tax authorities and start the transfer process. Once the transfer is completed and you have successfully changed your tax service provider to VAT Services on Amazon, your tax service provider will onboard you for filings. At that point, you will be set for filing in both Amazon and the tax service provider's systems and the provider will start submitting your VAT filings.

14. Who will take care of my VAT filings during the transfer process?

It is up to the seller to ensure its previous tax service provider takes care of its VAT filings during the transfer process.

15. Can I choose the date to begin my VAT Filing with my third-party tax service provider on VAT Services on Amazon?

You will be able to share a preferred start date when completing the form with your business information, but you will not be able to select the exact date to begin your VAT filings via VAT Services on Amazon.

16. Will there be any impact on my current VAT number if I transfer to VAT Services on Amazon?

No, there will be no impact and the VAT number(s) will still be valid. However, if you are on the flat rate scheme in the UK, you will have to transfer over to standard scheme.







17. Which is the fee for transferring to VAT Services on Amazon?

You can transfer to VAT Services on Amazon free of charge. Only after your first filing cycle will you be debited the cost of the VAT filings. **Please click here to find more information about our fees and current promotions.**





Helpful links

-  **VAT Services on Amazon:** Seller Central solution for VAT registration and filing.
-  **VAT Resources Website:** Primary external location for consolidated VAT information.
-  **VAT Services on Amazon fees:** Flyer describing the VAT Services on Amazon fee structure.
-  **VAT Education Handbook:** Our educational resource where you can learn about all the fundamentals about VAT.
-  **VAT Calculation Service:** Service that provides Amazon sellers with VAT calculation and VAT invoicing functionality for all their Amazon sales.
-  **KPMG Litmus Test:** KPMG developed test that aids in understanding where VAT obligations exist.



VAT Services on amazon

Simplifying compliance 

Amazon Services Europe S.à r.l.
38 avenue John F. Kennedy, L-1855 Luxembourg
Registered in Luxembourg No. B-93815, Share Capital 37.500 EUR,
Business License Number: 132595, Luxembourg VAT Reg. No. LU 19647148.

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