

UPDATES TO LSC PREMIUM FORMS - VAT

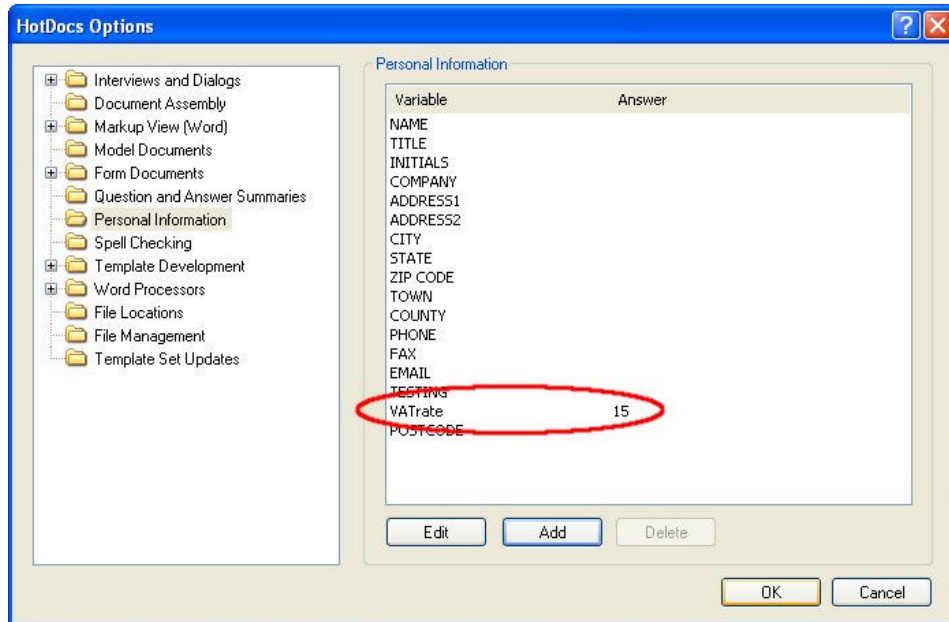
As you will be aware, the Chancellor in his pre-budget report has said that Value Added Tax (VAT) has been brought down from 17.5% to 15%.

This causes problems with our current set of LSC forms, as the VAT rate was hard-coded into the forms. This has now been amended, and users will now be able to change the rate of VAT using HotDocs Personal Information variables.

When you first install the new update and assemble a template, HotDocs will ask you for an initial rate of VAT to be set. This is then used in all the templates as a rate of VAT. When you are asked initially for this, please enter only the number – an example would be '15' for 15% VAT. Do not add the % sign. You can then amend the VAT rate in the options menu.

Here is a step-by-step set of instructions on how to amend the VAT rate.

1. In HotDocs Player, go to the Tools > Options
2. You will see a list of folders each representing a different option.
3. Click the folder marked 'Personal Information'
4. This will bring up a list of Name/Value pairs, as shown below in the screenshot.



Select the 'VATrate' variable and click 'Edit'

5. This will bring up a dialog which allows you to change the rate of VAT. If you need to change the rate to 17.5%, for example, enter '17.5' into the dialog.
6. Click 'OK' and then close the Options menu.

This will then set the Personal Information Variable to 15%, which is then reflected in all the forms. Please remember to shut any open assembly windows before changing the rate of VAT – if you have open assembly windows, the change will not be applied to that assembly.

You will need to change the rate of VAT for forms based on these conditions: (from the LSC)

The HMRC guidance explains that “the basic tax point is the date when the service is performed (normally taken as the date when all work except invoicing is completed)”

The LSC approach is:

- **All claims for work with a case concluded date before 1st December will attract a 17.5% VAT rate.**
- **All claims for work with a case concluded date on or after 1st December will attract a 15% VAT rate.**

This will include all claims and claim forms, and all areas of LSC funded work.

We will be confirming this to HMRC.

From 1st December there will be a short period whilst work which concluded in November is billed, but shortly thereafter VAT at 15% will become the norm.

If you have any further queries, you can call our tech support line on:

08707 413 478

Or email on:

forms@capsoft.co.uk

Cheers

The LSC Forms Support Team