**Example End User Statement**

**WHAT DOES AN END USER STATEMENT LOOK LIKE AND WHAT MUST IT SAY?**

**DO YOU NEED ONE IF IT IS OBVIOUS THAT THE CUSTOMER IS AN END USER?**

Sometimes it will be obvious that the customer is an end user. For example, you are contracted with a manufacturing company to build a factory which they will use, you know the facts and they know the facts. They are an end user.

It is recommended that wording in the contract on the follow lines would be sufficient to amount to an end user statement:

***“The customer/employer confirms that for the purposes of Section 55A VAT Act 1994 reverse charge for building and construction services, it is an end user and should be charged VAT. The customer/employer will inform the contractor promptly if they cease to qualify as an end user.”***

If wording like this is not in the contract, a letter from the customer/employer using the following words is sufficient:

***“We are an end user for the purposes of Section 55A VAT Act 1994 reverse charge for building and construction services. Please issue us with a normal VAT invoice with VAT charged at the appropriate rate. We will not account for the reverse charge.”***

If end user statements are given to you by customer/employers you should retain them and know where to find them for the purpose of an audit! If HMRC find that a customer has failed to notify end user status to their supplier they will require the customer to account for and pay the VAT. Exceptionally they may require the customer to contact the supplier and request a corrected invoice.