

Business Sorted

VAT Registration Checklist

A printable VAT preparation checklist for first-time business owners.

Checklist

1. Check whether taxable turnover is approaching the VAT registration threshold.
2. Confirm what counts as taxable turnover using official VAT guidance.
3. Choose records that can support VAT returns.
4. Plan invoice and pricing changes before registration starts.
5. Check filing and payment dates inside the VAT account.

Official sources checked

VAT registration: <https://www.gov.uk/register-for-vat>

HMRC: <https://www.gov.uk/government/organisations/hm-revenue-customs>

This printable checklist is general guidance, not legal or accounting advice.