
Frequently Asked Questions - Financial

VAT

I am VAT registered. What should I do?

The VAT Self-billing form can be found on our website at www.alcs.co.uk/forms

Please download and print the form and return it completed to us with a copy of your VAT registration certificate. Once we have received the forms, we can then ensure any future royalty payments you receive from us will have the VAT included. VAT is currently charged at 20% on royalties less commission.

I am VAT registered and have been for some time but forgot to inform you. What should I do?

In order for us to pay any past VAT you will need to send us invoices. Our policy is to repay VAT for a maximum of three years. If you would like to explore this option further please contact finance@alcs.co.uk and they will give you an indication of the amount you can invoice us for.

I am no longer VAT registered. What should I do?

Please send the date of de-registration to finance@alcs.co.uk and your details will be amended. Any past overpayment of VAT will need to be repaid and we will contact you in these circumstances. Future payments from ALCS will be placed on hold until the matter is resolved.

I am registered and you are aware of this. I have now become a company.

Please complete a new VAT Self-Billing form and send it to us along with a copy of your new VAT registration certificate.

I have completed my VAT return and need advice.

Unfortunately we are unable to give advice on individual VAT concerns. We would suggest that you contact your local VAT office or your accountant in this instance.

Bank Account Details

I am paid by bank transfer (BACS and have changed bank account.

Please send us your new details which should include the name and address of your bank, the bank sort code and your account number. Please include any extra references as used by some building societies.

Changes of details should be notified in writing by either letter or email or by using the Members' area of the ALCS Website, www.alcs.co.uk/membersarea. We regret we are unable to act upon a verbal notification.

I am paid by bank transfer and am now living abroad. What is the procedure for arranging for my royalties to be paid into my overseas bank account?

Please download the form labelled 'update your bank details (international)' from www.alcs.co.uk/forms Please send the completed form to the finance department at ALCS.

Withholding Tax

I live overseas and am exempt from UK tax. Why does ALCS deduct tax and how do I reclaim?

Even though you may be exempt as far as other countries or organisations are concerned, we do require you to have separate exemption, specifically for ALCS.

To obtain an exemption certificate or to reclaim any withholding tax, please contact:
HMRC PAYE and Self Assessment P O Box 1970 Liverpool L75 1WX

Phone: +44(0) 151 210 2222 (dialling from outside the UK) Phone: 0845 070 0040 (dialling from within the UK) E-mail: non-residents@hmrc.gov.uk

Ask for the "Application for relief at source from United Kingdom income tax on royalties" form for your country of residence. Please also use these contact details to reclaim any withholding tax.

If you move to another country outside the UK you will need to apply for another tax exemption certificate.

I need some advice regarding my income tax situation. Can you help?

We regret we are unable to give advice on individual income tax issues. We suggest that you contact your local tax office or your accountant.