**Schedule 10**

**Self-Billing Agreement**

**Payment of Fees**

Fees for TB testing will be paid with VAT. In order to process VAT payments it is usual for the Contractor (supplier) to provide the Authority (customer) with a VAT receipt for each test. However HMRC permit a system of “self-billing” which allows the Authority to provide the Contractor with a VAT invoice. Self-billing requires certain conditions to be met.

HMRC rules for paying and reclaiming VAT require that VAT compliant invoices are presented and recorded for each payment. This can be achieved by the Authority providing invoice for each TB test by having a self-billing agreement between individual Contractors and the Authority. Presentation by the Contractor of the completed BT15 (cover sheet) for each test to the Authority will trigger NIFAIS to calculate and progress the payment procedure.

The self billing agreement must;

* include the Contractor’s agreement to the Authority raising invoices for TB testing,
* specify that the Contractor agrees not to raise VAT invoices for TB testing done for the Authority,
* contain a start date and expiry date,
* be binding on both parties,
* be provided to HMRC when requested.

A self billing agreement requires the Authority to;

* enter into an agreement with each Contractor;
* review agreements with Contractors at regular intervals;
* keep details and records of each of the Contractors which agree self-billing;
* raise all invoices for TB testing done for the Authority for the period of the agreement;
* ensure invoices contain the right information and are correctly issued;
* ensure each invoice will include the wording, “self billing” and “the VAT shown is your output tax due to HMRC”.

A self-billing agreement is attached. This must be completed with the name and signature of the responsible person in the Contractor’s business.

Should the Contractor cease to be registered for VAT or if there is any change in ownership or VAT registration number the Authority’s Contract Manager must be advised in writing at the earliest opportunity.

If the Contractor is not registered for UK VAT this must be stated on the attached agreement by writing “not registered for VAT” where it asks for your VAT number and sign it.

The agreement will be reviewed at regular intervals and Contractor will be required to complete a new self-billing agreement when necessary. The review interval will be at least two years.

**Self-billing Agreement**

This is an agreement to a self-billing procedure between:

**The Authority**

DAERA

Jubilee House,

111 Ballykelly Rd,

Limavady,

Co. Londonderry,

BT49 9 HP

VAT Number: GB888808059

and

**The Contractor**

Practice name:

Address:

VAT Number:

**The Authority agrees:**

1. To issue self-billed invoices for all TB testing services provided to them by the Contractor until 10th October 2024.
2. To complete self-billing invoices showing the Contractor name, address and VAT registration number together with all the other details which constitute a full VAT invoice.
3. To make a new self-billing agreement in the event that their VAT registration number changes.
4. To inform the Contractor if the issue of self-billed invoices is to be outsourced to a third party.

**The Contractor agrees:**

1. To accept invoices raised by the Authority for service credits originating from official TB testing carried out under this contract.
2. Not to raise sales invoices for official TB testing done for the Authority.
3. To notify the Authority immediately if –
* the VAT registration number is changed,
* VAT registered ceases,
* part or all of the business is sold.

On behalf of the Contractor

Name

Signature

Date

On behalf of the Authority

Name

Signature

Date