



## To change the VAT rate in Sage 50 Accounts

**Note:** Following the change in VAT rate, there are specific rules relating to the VAT cash accounting scheme that should be followed. The scheme allows you to account for your VAT liability when you receive payment. It does not affect the tax point. The tax point is the time the sale is made under the law and it determines the rate of tax applicable.

To change the standard rate of VAT in Sage Accounts, you should edit the standard rated tax code, T1 by default.

**Note:** You should make this change on 1 January 2010.

1. Open the Settings menu, choose Configuration then click the Tax Codes tab. Sage Accounts v9 and below - Open the Settings menu then choose Tax Codes. The tax code information appears.
2. Select T1 then click Edit.

**Note:** If you use a different tax code for your standard rate of VAT, select the relevant tax code then click Edit.

The Edit Tax Code window appears.

3. Enter 17.5 in the Rate box then click OK. The Edit Tax Codes window closes.
4. To apply the change, and return to the Sage Accounts desktop, click Apply then click Close.

**Tip:** If you are prompted to save your changes, click No. Sage Instant Accounts v14 - Click Save then click Close.

You have successfully changed the standard rate of VAT.