



Annual VAT Return of Trader Details (RTD)

A **school board of management**, in its capacity as a body established by statute and funded wholly or partly from funds provided by the Oireachtas, is designated as a “**Principal Contractor**”.

This means that a board of management is responsible for complying with RCT requirements and VAT returns when making payments to the building contractor with effect from January 1, 2012.

Schools are required by Regulation 24(1) of the Value-Added Tax Regulations 2010 to submit an annual statistical Return of Trading Details (RTD) on form RTD EUR to the Revenue each year. As the accounting year end for schools is the 31st August the Revenue will request the school to file the RTD.

N.B. If submitting this return **through ROS** the return must be made by the **23rd of September**, **manual returns** are to be submitted by the **19th of September**.

There is a penalty of €1,520 for failing to make the return.

The Return form provides fields for a breakdown of the supply of goods and services, imports and deductible inputs at the various VAT rates applicable during the year. This includes all Irish, Intra-EU and non-EU trade. The Revenue Online Service (ROS) is the primary channel for submission of the RTD to Revenue.

Form RTD EUR

The form will be pre-printed showing your:

- VAT No.,
- the taxable period
- and the VAT rates in force during the year.

You should show the **VAT exclusive value** of the supply of goods and services in the boxes on the form opposite the VAT rates shown in column one. Where schools purchased goods from other EU counties including the UK and Northern Ireland the Vat exclusive value of the supply must be entered on the return in column two.

Sample Return of Trading Details

Complete the fields circled in red.

SUPPLIES OF GOODS & SERVICES INTRA-EU ACQUISITIONS		DEDUCTIBLE INPUTS (ie purchases, INTRA-EU ACQUISITIONS & IMPORTS)						
	SUPPLIES OF GOODS AND SERVICES EXCLUDING VAT	ACQUISITIONS FROM EU COUNTRIES EXCLUDING VAT	STOCK FOR RE-SALE (ie purchases, intra EU acquisitions & imports) EXCLUDING VAT	OTHER DEDUCTIBLE GOODS AND SERVICES (ie purchases, intra EU acquisitions & imports) EXCLUDING VAT				
VAT RATE	Total Value Euro	Total Value Euro	Total Value Euro	Total Value Euro	Total Value Euro			
Enter Whole Amount Only								
Exempt	E3	<input type="text" value="0"/>	E4	<input type="text" value="0"/>	E5	<input type="text" value="0"/>	E6	<input type="text" value="0"/>
0% Exp	D4	<input type="text" value="0"/>						
0% Home	D1	<input type="text" value="0"/>	D2	<input type="text" value="0"/>	J1	<input type="text" value="0"/>	J2	<input type="text" value="0"/>
4.8%	C5	<input type="text" value="0"/>	C6	<input type="text" value="0"/>	H5	<input type="text" value="0"/>	H6	<input type="text" value="0"/>
9%	BC5	<input type="text" value="0"/>	BC6	<input type="text" value="0"/>	BH5	<input type="text" value="0"/>	BH6	<input type="text" value="0"/>
13.5%	*AC5	<input style="border: 2px solid red;" type="text" value="xxxxxxxxxx"/>	**AC6	<input style="border: 2px solid red;" type="text" value="xxxxxxxxxx"/>	AH5	<input type="text" value="0"/>	AH6	<input type="text" value="0"/>
4.8%	B5	<input type="text" value="0"/>	B6	<input type="text" value="0"/>	G5	<input type="text" value="0"/>	G6	<input type="text" value="0"/>
23%	P1	<input type="text" value="0"/>	***P2	<input style="border: 2px solid red;" type="text" value="xxxxxxxxxx"/>	R1	<input type="text" value="0"/>	R2	<input type="text" value="0"/>
TOTALS	Z1	<input type="text" value="xxxxxxxxxx"/>	Z2	<input type="text" value="xxxxxxxxxx"/>	Z3	<input type="text" value="0"/>	Z5	<input type="text" value="0"/>
Click on the Next button to proceed to the next step		<input type="button" value="Continue"/>		<input type="button" value="Calculate"/>				
Click on the Back button to return to the previous step		<input type="button" value="Back"/>						

* AC5 is the VAT exclusive value of the supply submitted on each VAT return from Sept. 1st 2012-31st Aug. 2013

** AC6 is the total net purchases at 13.5% submitted on each VAT return from Sept. 1st 2012-31st Aug. 2013

*** P2 is the total net purchases at 23% submitted on each VAT return from Sept. 1st 2012-31st Aug. 2013

Louise McNamara
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 17th September 2013