

# Invoicing rules for VAT purpose

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# Invoicing rules in European Union (EU)



- **Information required in all cases**

- Date of issue
- Unique sequential number identifying the invoice
- Customer's VAT identification number (if the customer is liable for the tax on the transaction)
- Supplier's full name & address
- Customer's full name & address
- Description of quantity & type of goods supplied or type & extent of services rendered
- Date of transaction or payment (if different from invoice date)
- VAT rate applied
- VAT amount payable
- Breakdown of VAT amount payable by VAT rate or exemption
- Unit price of goods or services – exclusive of tax, discounts or rebates (unless included in the unit price)

- **Extra information required in some cases**

- Exempt transactions – a reference to the appropriate (EU or national) legislation exempting it, or any other reference indicating it is exempt (at the choice of the supplier).
- Customer liable for the tax (i.e. under the reverse-charge procedure) – the words '*Reverse charge*'.
- Intra-EU supply of a new means of transport – the details specified in Article 2(2)(b) of the [VAT Directive \(e.g. for a car, its age and mileage\)](#).
- A margin scheme applies – a reference to the particular scheme involved (e.g. '*Margin scheme – travel agents*').
- Self-billing (customer issues invoice instead of supplier) – the words '*Self-billing*'.
- Person liable for tax is a tax representative – their VAT identification number, full name and address.
- Supplier is operating a cash-accounting system – the words '*Cash accounting*'

Source : [https://ec.europa.eu/taxation\\_customs/business/vat/eu-vat-rules-topic/vat-invoicing-rules\\_en?cookies=disabled](https://ec.europa.eu/taxation_customs/business/vat/eu-vat-rules-topic/vat-invoicing-rules_en?cookies=disabled)

# Additional specific national rules in EU countries



## Belgium

- If the seller or the service provider is a company under liquidation, mention 'en liquidation' or 'in vereffening'
- Invoice to be drafted in the official language of the 'Region' where the place of business is located
- Advisable (but no compulsory):
  - -Mention of deadline and bank details (IBAN and BIC)
  - -Mention of or reference to General terms and Conditions.

Source : WBCJ Law Firm

[www.wbcj.be/Avocats/Andre-Bailleux.aspx](http://www.wbcj.be/Avocats/Andre-Bailleux.aspx)



## France

- For the seller / service provider
- Form of company and amount of share capital
- Trade and Companies Register (RCS) registration number and place of registration
- Location of the head office
- If the seller/provider is in liquidation proceedings, mention "state of liquidation"
- Late payment penalty rates, lump-sum compensation for collection costs
- Purchase order number if established prior to the invoice

Source : Altexis Law Firm

[www.altexis.fr](http://www.altexis.fr)

# Additional specific national rules in EU countries



## Hungary

- Seller/provider's VAT identification number business to business
- Customer's VAT number
- If the customer is liable for the tax under reversed charge mechanism, the amount of tax in Hungarian Forints (HUF)
- If the seller/provider
  - is under registration procedure, mention "under registration"
  - is under liquidation proceedings, mention "under liquidation" or "under voluntary dissolution"
  - in its name

Source : Jalsovszky Law Firm

<https://jalsovszky.com>



## Italy

- For the seller / service provider
  - Form of company
  - Trade and Companies Register (RCS) registration number
- Location of the head office
- If the seller/provider is in liquidation proceedings, mention "state of liquidation"
- description of services rendered or goods purchased

Source : Studio Legale Novelli

<https://studiolegalenovelli.it>

# Additional specific national rules in EU countries



## Luxembourg

- For the seller / service provider
  - VAT identification number,
  - Form of company,
  - Trade and Companies Register (RCS) registration number and place of registration.

Source : Felten & Associés

[www.feltenlawyers.com](http://www.feltenlawyers.com)



## Spain

- For the seller / service provider
  - Corporate address
  - Mercantile Registry data (Volume \*\*\*\*\*, Folio \*\*\*, section \*, Sheet \*\*\*\*\*)).
  - Type of mercantile company
- If the seller/provider is in liquidation proceedings, mention "in liquidation".
- Mention to be a single-member company (« unipersonal ») during the whole period while the company has only one investor.

Source : ABA Consultores

<https://lawandnumbers.eu/avocats-2/jose-maria-moyano-vital/>

# Invoicing rules outside EU



## USA

- In general, no national rules for invoicing
- Each state imposes its own sales tax rules
- By way of illustration, New York State imposes the following rules:
- A seller/provider must maintain adequate records of all sales and purchases to verify total sales, non-taxable sales, the sales tax due, collected and remitted
- Records include sales slips, invoices, contracts, or other memorandum of sale
- If seller/provider does not provide purchaser with any documentation (e.g., sales receipt, invoice, etc.), it must keep a detailed daily journal record of all cash and credit sales

**Source : Kellye Drye Law Firm**

[www.kelleydrye.com](http://www.kelleydrye.com)