



# KPMG User Guide: VAT Compliance sign-up

June 2022



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# How to create an account for VAT compliance

Visit our website at <https://www.kpmg-vat-oss.com/gb/en/>

Select “**Sign up**” in the top right corner



Services ▾ FAQ

English ▾

Login



**KPMG firms can offer cross-border e-commerce sellers a VAT compliance solution in the EU and the UK.**

## Import One Stop Shop

IOSS registrations for low value goods imported into the EU.

From €10 / month

[Learn more →](#)

## One Stop Shop

OSS registrations for intra-EU distance sales.

€3000 / year

[Learn more →](#)

## Local VAT

Local VAT registrations in all 27 EU member states and the UK.

From €900 / year

[Learn more →](#)





# How to create an account for VAT compliance

On the next page you will see the core services that we are offering. Select **“Sign up”** again under VAT.

The screenshot shows the KPMG website's 'Sign up for our services' page. At the top, there is a navigation bar with the KPMG logo, 'Services', 'FAQ', 'English', 'Login', and a blue 'Sign up' button. The main content area is titled 'Sign up for our services' and is divided into three columns:

- IOSS:** Import One Stop Shop (IOSS) registrations for low value goods imported into the EU. We offer an end-to-end IOSS registration and submission solution. Pay As You Ship from €10 / month. Subscription from €800 / year. A blue 'Sign up' button is at the bottom.
- OSS:** One Stop Shop (OSS) registrations for intra-EU distance sales. We are getting ready to offer you the KPMG OSS registration and compliance technology solution. Please register your interest and indicate in which country you would like to register for OSS. You can visit our [FAQ](#) to find out in which country you can register. We will inform you once the OSS registration is open. €3000 / year. There are input fields for 'Email' and 'Country'. A blue 'Subscribe' button is at the bottom. Below the button, it says: 'By subscribing, you agree with our [Terms & Conditions](#) and [Privacy Policy](#).'
- VAT:** Local VAT registrations in all 27 EU member states and the UK. We offer VAT compliance services designed for e-commerce sellers. Benefit from our years of expertise. From €900 / year. A blue 'Sign up' button is at the bottom, which is highlighted with a red rectangular box.

# How to create an account for VAT compliance

On the next page you need to create your account.

Add your email address and password.

Password must be at least 8 digits long and contain any three of the following four qualities:  
Uppercase Characters, Lowercase Characters, Alphanumeric Characters, Special Characters.

Click **“Create Account”** to proceed.

## Create your account

Email

Password

By signing in or creating an account, you accept our [General Terms of Business](#) and [Privacy Statement](#).

Create Account

You already have an account? Please [sign in](#)

# How to sign up for VAT compliance service

After this, you must login using your freshly created credentials.

You should save this link, because you will have to use it every time you want to login:

<https://admin.kpmg-compliance.com/gb/en/account/login>

You have successfully registered!

## Sign in to your account

Email

Password

By signing in or creating an account, you accept our [General Terms of Business](#) and [Privacy Statement](#).

[Forgot your password?](#)

[No account yet?](#)



# How to sign up for VAT compliance service

Provide the requested information about your business and click **“Next”**:



**Getting started with KPMG**


① **Main Data**      ② Core Service      ③ Additional Services      ④ Summary

**Business details**

Legal status\*

Title\*      Contact first name\*      Contact last name\*  
           

Preferred language\*       Phone Number\*   
     

Country of incorporation\*      National tax number / VAT number   
     

City\*      Postal/Zip code\*  
     

Street name\*      Street number\*

# How to sign up for VAT compliance service

Select the county or countries for which you want to sign up for VAT compliance service and click “**Next**”. The order summary on the right will tell you the service fee due - based on your selected countries and services.

**Getting started with KPMG**

1 Main Data      2 **Core Service**      3 Additional Services      4 Summary

### Vat Registration and Compliance

**Add New Country**  
Select the countries for which you would like to start cooperating with KPMG

|           |                |          |                |
|-----------|----------------|----------|----------------|
| Austria   | Belgium        | Bulgaria | Croatia        |
| Cyprus    | Czech Republic | Denmark  | Estonia        |
| Finland   | France         | Germany  | Greece         |
| Hungary   | Ireland        | Italy    | Latvia         |
| Lithuania | Luxembourg     | Malta    | Netherlands    |
| Poland    | Portugal       | Romania  | Slovakia       |
| Slovenia  | Spain          | Sweden   | United Kingdom |

[Previous](#) [Next](#)

**Order Summary**

---

|                  |            |
|------------------|------------|
| Sub-total        | € 0        |
| VAT              | € 0        |
| <b>Total fee</b> | <b>€ 0</b> |



# How to sign up for VAT compliance service

On the next page you can select additional services based on your selected countries. Some additional services are added by default by the system as they are not optional, such as: **fiscal representation** for non-EU based companies in some EU countries (France, Italy, Poland, Spain, Netherlands, Sweden, Denmark, Portugal, Austria, Belgium, Cyprus, Hungary, Greece, Romania, Slovenia) or **filing agent** in Germany, for non-EU based companies. You can double check your order summary to see if fiscal representation or filing agent is being charged to you or not. You cannot remove these.

The optional extra services are:

- Intrastat reporting services.
- EORI number application in the UK (If you signed up for UK)
- EORI number application in the EU (If you are a non-EU based business and you signed up for at least one EU country)

Please note that it is not possible to sign up for an additional service only. You must sign up for the VAT compliance in a relevant country if you wish to get additional services in the same country.

Beyond the extra services, you must tell us if you already have a VAT registration in the selected country.

If not, we will arrange the registration. For this you must give us a date from which you wish to be VAT registered (“**Effective date of registration**”)

Upon receiving such a request, we will arrange the takeover of your representation at the tax authorities. For this you must give us a date from which you want us to deal with your VAT return in the respective country. (“**Start date of representation by KPMG**”)

If you select a past (non-future) date, the system will charge you extra for dealing with past periods. In the order summary it will be shown as “**Retrospective return**”. Your subscription will always be valid for 12 months, starting from the month when you signed up with us.

Please click “**Next**” after you have selected everything you wanted and have answered the necessary questions.

# How to sign up for VAT compliance service

**Getting started with KPMG**

1 Main Data      2 Core Service      3 **Additional Services**      4 Summary

**EORI**

EORI number application in the EU ?

EORI number application in the UK ?

**VAT**

**Poland**

Do you have a VAT Number?  
 No  Yes

Effective date of registration ?  
01-06-2022

Select additional services

Intrastat Report for arrivals ?

Intrastat Report for dispatches ?

**United Kingdom**

Do you have a VAT Number?  
 No  Yes

Start date of representation by KPMG ?  
01-05-2022

Select additional services

Intrastat Report for arrivals ?

[Previous](#) [Next](#)

**Order Summary**

|                         |               |
|-------------------------|---------------|
| Poland                  | € 1900        |
| Fiscal representation ? | € 1000        |
| United Kingdom          | € 975         |
| Retrospective Return    | € 75          |
| Sub-total               | € 2875        |
| VAT                     | € 0           |
| <b>Total fee</b>        | <b>€ 2875</b> |

# How to sign up for VAT compliance service

On the next page you must select a payment method, then download, and accept the contract and agree to our data handling policy. If the contract is downloaded and everything is ticked, the **“Confirm Order”** button will become active and you can place your purchase.

If you select bank transfer as payment method, you will have to make a bank transfer separately at your bank.

If you select PayPal, the system will redirect you to PayPal where you can arrange the payment.

### Getting started with KPMG

1 Main Data      2 Core Service      3 Additional Services      4 Summary

#### Pay with

Bank Transfer

PayPal

Bank account holder name: KPMG GLObal Services Hungary Kft.  
Bank account holder address: Váci út 41, 1134 Budapest, Hungary  
IBAN: ES02 0081 0603 0200 0144 7845  
BIC: BSABESBB  
Bank name: Banco Sabadell  
Bank address: Barcelona Via Laietana, Oficina Empreses, Via Laietana, 47 1ª Planta, 08003 Barcelona, Spain  
Payment reference: 010348

[Download Contract](#)

I accept the Contract  
 I ask for and I explicitly consent to the following:

*I unconditionally give my consent to KPMG Global Services Hungary (KGSZ) to process and keep my personal data, as listed or referred to in the Privacy Statement, beyond my entity's current registration with the Tax Authorities, in order to enable KGSZ to use such data for future registration(s), but for no longer a period of time than the official expiry/invalidity of such data or for a maximum of 10 years.*

[Previous](#)

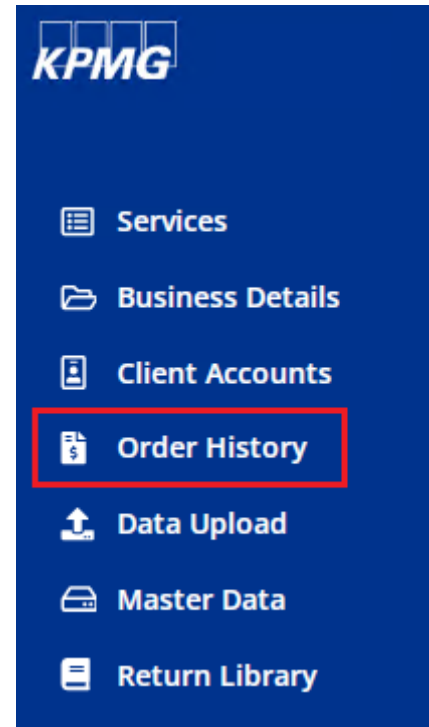
#### Order Summary

|                         |               |
|-------------------------|---------------|
| Poland                  | € 1900        |
| Fiscal representation ? | € 1000        |
| United Kingdom          | € 975         |
| Retrospective Return    | € 75          |
| Sub-total               | € 2875        |
| VAT                     | € 0           |
| <b>Total fee</b>        | <b>€ 2875</b> |

[Confirm Order](#)

# How to sign up for VAT compliance service

Reaching this stage, you have completed the sign up. If you have selected Bank Transfer as payment option, then you should make the transfer now, then you will have to upload your payment proof via **“Order History”**:



# How to sign up for VAT compliance service

Now you will see the order that you have just created. Click **“Details”**:

## Orders & Payments

Show All

| Created Date     | Amount   | Contract Id | Status    | Payment Status |                         |
|------------------|----------|-------------|-----------|----------------|-------------------------|
| 2022-06-11 11:12 | 2950 EUR | 515046946   | Confirmed | Pending        | <a href="#">Details</a> |

Showing 1-1 of 1

# How to sign up for VAT compliance service

Click **“Upload proof”** under the payment details of your order:

We will check the proof and confirm your payment once it has been cleared at our bank account.

We will not start any work in scope up until the payment has been received.

## Order details

Created Date: 2022-06-11 11:12

Contract Id: 515046946

[Download](#)

Status: Confirmed

[Cancel](#)

## Payments

BankTransferPayment € 2950 Created

[Upload proof](#)

## Billing documents

### Services (v1)

Poland:

VAT registration € 0

VAT compliance € 900

Fiscal representation [?](#) € 1000

United Kingdom :

VAT takeover € 0

VAT compliance € 900

Retrospective return [?](#) € 150

---

Subtotal € 2950

Vat € 0

---

**Total € 2950**



# How to get started with the VAT registration or takeover

Your next step will be to provide us with all the necessary information that we will use to onboard you as a KPMG client and to start your VAT registration or takeover in your selected countries.

To collect all this information, we designed a questionnaire that you should fill in right after you have selected the countries and services. At this point a KPMG account manager will be assigned to you. This person will support you in the process if you do not know how to proceed.

Click **“Start Questionnaire”** .

# How to get started with the VAT registration or takeover

## Fill out the Questionnaire

Thank you for signing up for KPMG registration and compliance services.

You will shortly receive a welcome email from your dedicated KPMG account manager; please feel free to contact them with any questions you might have.

To get started, you should provide details of your business by completing the Seller questionnaire on the next pages. This information is required to set you up as a KPMG client, and issue your invoice as well as to register you. Each page must be completed before progressing to the next page and you can review your answers anytime before submitting them.

We estimate that the questionnaire will take approximately 20 minutes to complete. To be able to answer all questions, we suggest having the following documents to hand:

- Business incorporation documents (if appropriate)
- Passport/ID of the legal representative of the business
- VAT registration certificate for your home country (if appropriate)
- A bank statement showing your bank account information (if appropriate)

If you are unsure how to answer a question, please e-mail us at [marketplace@kpmg.com](mailto:marketplace@kpmg.com) email address.

[Start Questionnaire](#)

# How to get started with the VAT registration or takeover

The questionnaire has 4 parts.

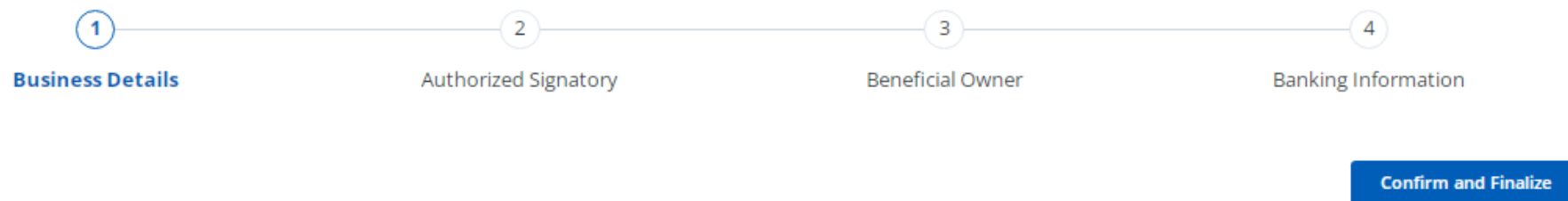
**Business Details:** you must provide information about your business that is relevant for the countries you have selected for VAT compliance.

**Authorized Signatory:** You must provide information of the person(s) who is/are duly authorized to sign and legally act on behalf of your company.

**Beneficial Owner:** You must provide information of the ultimate owner(s) of your business. This information is required to onboard you as a KPMG client. We cannot start working on your VAT registrations or VAT returns until the onboarding is done and you have been accepted as a client by KPMG.

**Banking information:** In some countries you must provide banking information to complete the VAT registration process. If this applies to your selected countries, then you will have to fill in this part. If it does not apply, you will not be asked to provide this information.

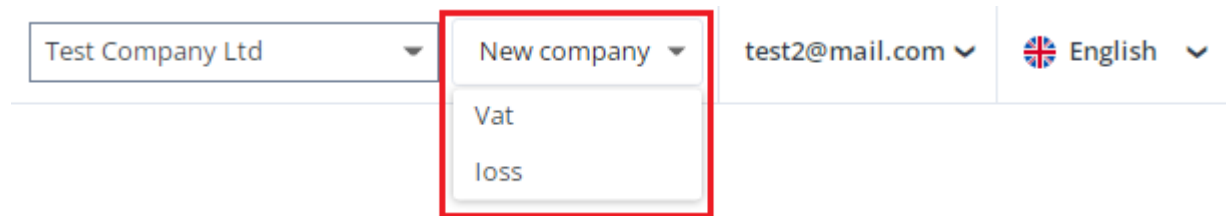
After you have answered every question and uploaded all required documents, you should close the questionnaire by clicking “**Confirm and Finalize**” :



# How to sign up for VAT compliance with a new company, if you already have an account with us

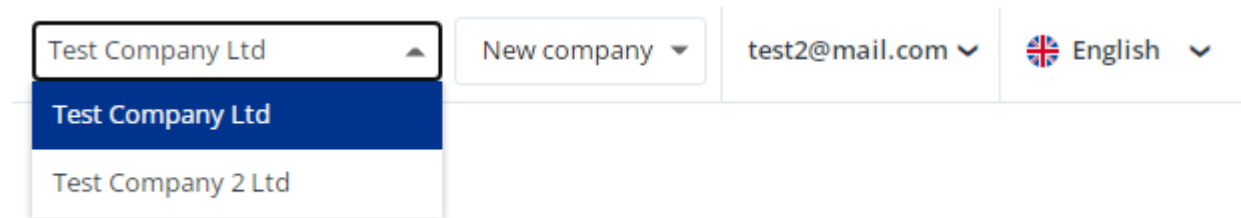
If you have multiple companies and with one of them you have already signed up, then we offer an easy solution if you want to sign up with other company/companies as well. You do not have to log out and log in to your other account, you can manage all your companies from one single account.

To add your new company, click **“New company”** from the top right corner and select the services type for which you want to sign up.



# How to sign up for VAT compliance with a new company, if you already have an account with us

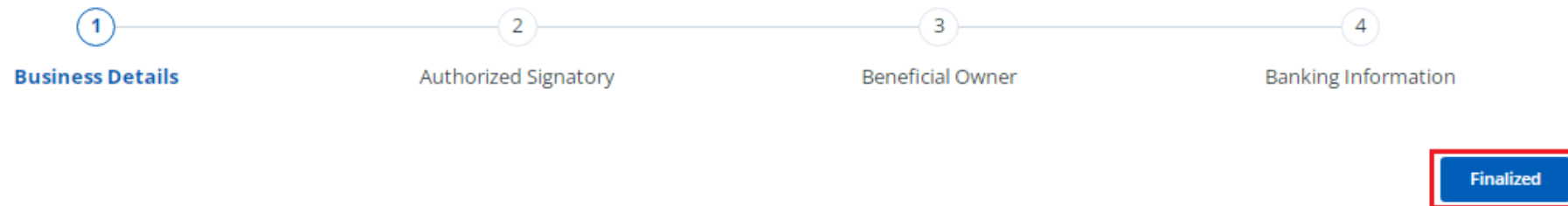
This will take you to the first step of the sign-up process so that you can provide the requested information about your new business. The process will be the same from this point on as shown [here](#). After you have signed up for our services with your new company/companies, you will be able to switch between your companies in your account.



To be provided as required: We have a separate guide that will explain how you can manage multiple companies from one account.

# The registration / takeover process

After you have finalized the questionnaire, the **“Confirm and Finalize”** button will change into a **“Finalized”** button, showing the current status of the questionnaire. You cannot edit the questionnaire in this status.





# The registration / takeover process – KPMG Review

After this, we will review the documents that you have uploaded and the information that you have provided. If anything appears to be incorrect or incomplete, we will get back to you via email.

You will receive the following email template (subject: KPMG Services – Review needed), listing the information (see the middle of this mail) that you need to review:

Dear Seller,

Thank you for completing the Questionnaire.

We reviewed the information and documents that you provided and it appears that some information may be incomplete or incorrect. Please review our feedback below and make any necessary adjustments:

**KPMG comments**

Should you have any questions, do not hesitate to contact us at [marketplace@kpmg.com](mailto:marketplace@kpmg.com)

Thank you very much for your cooperation.

Kind regards,

**KPMG VAT Compliance Team**

# The registration / takeover process – KPMG Review

At this point the questionnaire is again editable for you. After you have made any necessary changes, you must finalize it again by clicking **“Confirm and Finalize”**. We will review it once more and if it is all right this time, we will approve the questionnaire.

## What is happening in the background?

After you have finalized the questionnaire, we will double check as required. This includes reviewing the documents that you uploaded and comparing the information shown in the documents with the information you provided in the questionnaire.

If the documents are outdated or incomplete, the review process will take longer, since we must ask for more recent versions. The information we are looking for in the documents are official business name, business address(es), owner(s) of the business.

We will use the info to onboard you as a KPMG client. This means:

- ✓ We are checking if you are receiving services from other KPMG firms. If you are, we will align with the member firm to determine whether the service you signed up for with us is restricted for you due to your other engagement with KPMG. If it is, we will stop processing your data and this will conclude our cooperation.
- ✓ If our service is not restricted, we will check whether there have been any criminal investigations against your business or against people associated with the business. If we find something, that would almost certainly result in us ending our engagement contract with immediate effect due to risk purposes.
- ✓ Finally, we will check if any sanctions have been imposed against your business or people associated with your business due to the Russian invasion of Ukraine. If there are sanctions in place against you, we will not be able to provide any services to you and we will end our cooperation immediately.

Any actual service delivery will start only after the above have been clarified and we successfully accepted you as a client of KPMG. It is of utmost importance that you take the information and document provision seriously and provide everything we ask for. Otherwise, we will not be able to take you on as a client and we will be forced to refuse your service request.

Beyond the above, the information and document that you are providing will be used for the actual VAT registration or takeover process. We will generate the registration documents based on the questionnaire data.

# The registration / takeover process – KPMG Review

Once the questionnaire is approved, you will be notified via email (subject: KPMG Services - Collect and mail documents):

Dear Seller,

We have reviewed the information and documents you provided and everything appears to be complete. We are generating now some documents for you based on the information you have provided.

The documents will be available [here](#). Please log into the Portal to review them. If a document is required to be signed by you, it will be clearly indicated as such on the Portal. Please download the documents, sign and upload the signed copies to the portal. In some cases you may need to post the original (signed) documents to us. We will check the electronic copies and if they are OK, we will provide instructions on how to post the documents to us.

We recommend that you check out our [Frequently Asked Questions](#) and [Guides and Tutorials](#) to find out more about the documents you may have to collect, sign and send to us.

Should you have any questions, do not hesitate to contact us at [marketplace@kpmg.com](mailto:marketplace@kpmg.com)

Thank you very much for your cooperation.

Kind regards,

**KPMG VAT Compliance Team**



# The registration / takeover process - Sign Documents

The link will take you to the **“Services”** page of the portal. Here you have a full list of services that you have signed up for. Every country has its own box with the relevant information and documentation. Your task will be to download, sign and upload the signed copies of the documents here.

**United Kingdom** WaitingForSignature

[Finalize Upload](#)

---

Contracting date: 2022-06-01 | Service expiration date: 2023-06-30 | Effective date of registration: 2022-06-01

---

Subscription status: Active


---


Bank account: -  
Primary Vat Frequency: N/A  
Secondary Vat Frequency: N/A  
VLS Frequency: N/A  
ESL Frequency: N/A  
Intrastat Frequency: N/A

---

Services:

Documents:

Required by post 

|                   | Generated   | Signed                 |
|-------------------|---|------------------------|
| Power Of Attorney |  | <a href="#">Upload</a> |

# The registration / takeover process – Sign Documents

In this example, we only have one document to deal with. Based on the selected countries this number can differ.

Regarding documents, you will always see a category. In this example this category is **“Required by post”**. This means that after you have uploaded the signed copy and we have reviewed and approved it, you will have to post the original signed document to our address physically, to:

## **Marketplace Sellers**

KPMG Global Services Hungary

Váci út 41

1134 Budapest

Hungary

Other categories that you can expect to find:

**“Required electronically only”**: You will not have to post the original signed document. The signed copy that you uploaded will be enough to proceed with the registration/takeover process.

**“For information only”**: You do not have to do anything with this document. It is for information purposes only.

# The registration / takeover process - Sign Documents

To download the document, you will have to click on the pdf icon under the text **“Generated”**.

After you have signed and scanned the document, you have to upload it by clicking the button **“Upload”** under the text **“Signed”**.

If you have uploaded all required documents, you must finalize the document upload by clicking **“Finalize Upload”** button in the top right corner. This button will be active only if you have uploaded every document.

If you selected several countries, you have to finalize the document upload separately for every country, after you have uploaded the signed documents.

**United Kingdom** WaitingForSignature

**Finalize Upload**

---

Contracting date: 2022-06-01 | Service expiration date: 2023-06-30 | Effective date of registration: 2022-06-01


---

Subscription status: Active

---



Bank account: -  
Primary Vat Frequency: N/A  
Secondary Vat Frequency: N/A  
VLS Frequency: N/A  
ESL Frequency: N/A  
Intrastat Frequency: N/A

---

Services:  
Documents:  
Required by post 

---

Power Of Attorney

**Generated**  **Signed**  **Upload**



# The registration / takeover process – Sign Documents

Upon finalization, we will review the documents that you uploaded. If something is not correct, we will get back to you. You will receive the email template below (subject: KPMG Services – Review needed), listing the information (see middle of mail) that you need to change:

Dear Seller,

We reviewed the document(s) that you provided and it appears that something may be incomplete or incorrect. Please review our feedback below and make any necessary adjustments:

**KPMG comments**

Should you have any questions, do not hesitate to contact us at [marketplace@kpmg.com](mailto:marketplace@kpmg.com)

Thank you very much for your cooperation.

Kind regards,  
**KPMG VAT Compliance Team**

# The registration / takeover process - Monitor the Progress

If you receive this email, please login and upload the document again as requested. Do not forget to finalize the upload. If the documents are all right this time, we will start the VAT registration/takeover. You can monitor the progress in the top right corner of each country box.

**United Kingdom** SentToTA

Contracting date: 2022-06-01 | Service expiration date: 2023-06-30 | Effective date of registration: 2022-06-01


---

Subscription status: Active



---

Bank account: -  
Primary Vat Frequency: N/A  
Secondary Vat Frequency: N/A  
VLS Frequency: N/A  
ESL Frequency: N/A  
Intrastat Frequency: N/A

---

Services:  
Documents:  
Required by post 

---

Power Of Attorney Generated  Signed 

---

# The registration / takeover process – Monitor the Progress

The process usually has the following steps

**Translation in progress** – Some company documents must be translated to the language of the country in which you are registering, this can be part of how we arrange the takeover. If it is a sworn translation, the service fee will be charged to you.

**Sent to Tax Authority** – The registration/takeover package is complete and has been sent to the tax authority.

**Local tax number received** – The local tax number has been issued. The local tax number is not yet valid in the VIES system but can be used for paying VAT and submitting VAT returns.

**Registration completed** – Your VAT number has been issued.

You will not receive email updates about each status changes, only when the local tax number has been issued and the whole process is completed.

# The registration / takeover process - Final steps

Email subject: KPMG Services - Local tax number received

We will not disclose your registration details in the email, you will have to login to see the details for yourself.

Dear Seller,

We are pleased to inform you that your local tax number has been issued in the United Kingdom and you are now registered for VAT purposes.

Effective date of registration: 01 June 2022

The local tax number is not valid in the VIES system, but can be used for submitting VAT returns and paying VAT. You will receive another email from us, when your VAT number has been granted.

Please [login](#) to see the details and to download the tax number certificate (if the tax authority has issued one).

We will write to you separately when your VAT returns are due. You will have to provide us the necessary transaction data within a deadline (see details in our contract) to ensure that we can prepare your returns in due time.

In the meantime please check your [master data settings](#). You need to complete these settings before you start uploading your transaction data.

For more information on the process, please refer to our guide or contact us via email.

Kind regards,

**KPMG VAT Compliance Team**

# The registration / takeover process - Final steps

After this, you will have to start uploading your VAT transactions on a monthly basis so that we can prepare your VAT returns. There is a separate guide available describing the process.

You will receive another email when your VAT ID has been granted. (Subject: KPMG Services - Registration Completed)

Dear Seller,

We are happy to inform you that your VAT number has been issued in the United Kingdom and with this the process is complete.

Please [login](#) to see the details and to download the VAT number certificate (if the tax authority has issued one).

If you have any questions about the process, please refer to our guide or contact us via email.

Kind regards,

**KPMG VAT Compliance Team**

# The registration / takeover process - Final steps

If you login you will see the local tax number, the VAT ID, and the filing frequency of your VAT returns.

**United Kingdom** RegistrationCompleted  
**(123456789)**

Contracting date: 2022-06-01 | Service expiration date: 2023-06-30 | Effective date of registration: 2022-06-01

---

Subscription status: Active

---

Bank account: BARCLAYS BANK PLC (1 Churchill Place, London EC14 5HP), Iban: GB36BARC20051773152391, Swift: BARCGB22

**Primary Vat Frequency: Quarterly**

Secondary Vat Frequency: N/A

VLS Frequency: N/A


ESL Frequency: Quarterly





Intrastat Frequency: Monthly

---

Services:

Documents:

Required by post 

|  | Generated   | Signed  |
|--|---|---|
| Power Of Attorney                        |  |  |
| Local VAT Number: 123456789 (2022-06-01) |   |   |
| EU VAT Number: GB123456789 (2022-06-01)  |   |   |





[kpmg.com/socialmedia](https://kpmg.com/socialmedia)

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavor to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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