



### **Charges for Accommodation - VAT**

Thank you for booking with Kingsway and all the staff team here are very much looking forward to your visit.

Because the Centre is now so popular we have had to register for VAT for the accommodation side of our services. This means that we have to charge your group VAT for their stay with us. However, as your group is covered by your local authority you should be able to avoid paying this additional money yourselves.

I have enclosed a VAT invoice. With most authorities the procedure is that you collect the payments from your group for the accommodation (excluding VAT) and forward these to your local authority along with the VAT invoice. Your local authority will then pay the invoice in full direct to Kingsway and recover the VAT from HM Customs. Please note that this invoice will still need to be paid 4 weeks before the arrival of your group. As local authorities often take some time to process invoices please contact your authority finance department to check details.

Lastly I do apologies for the extra work involved in this procedure, but we are unable to see any other way of avoiding your group paying VAT and we are unable to absorb the extra 20% cost of VAT within our existing prices.