

VAT Exemptions per Country

PROCEDURE VALIDATION

Version	Corporate area	Approved by	Approval date
1	Corporate Organization Department		April 2015
6	Business Processes - Operations		December 2021
	Tax – Financial Department		

Always find the latest version of this document and all the related ones in the **Business Processes** section of the *NH Digital Knowledge Workplace* <https://nhorganization.nh-hotels.com>

OBJECTIVE AND SCOPE

This document describes how to prepare a bill for guests who are exempt from paying the VAT on invoices issued from Front Desk.

It is imperative that the Guest shows at Front Desk the document that allows to apply this exemption.

***** In countries of BU Southern the application of any of these exemptions will require the previous authorization of the Tax Department.**

Thus, when a hotel receives a request from a client who needs to be invoiced without VAT, the supporting documentation for the request has to be sent with a brief description to the TAX Department via e-mail :

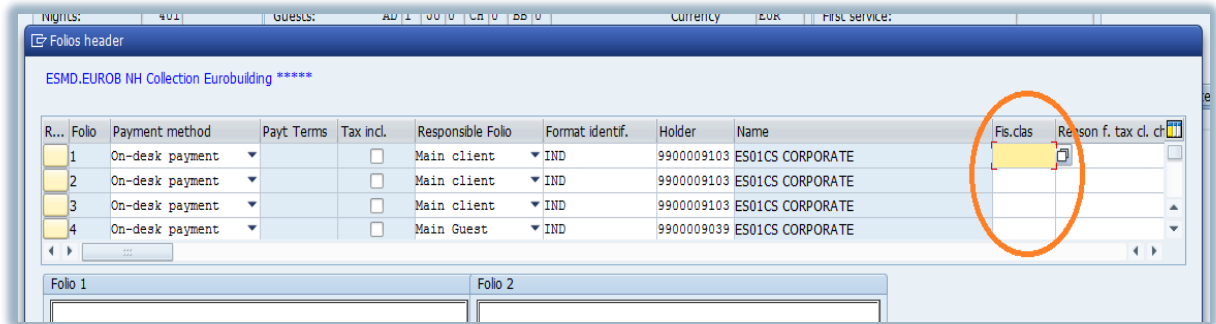
mc.hierro@nh-hotels.com; m.gonzalezcontreras@nh-hotels.com; jo.martinezsansegundo@nh-hotels.com).

The Tax Department will reply as soon as possible with an explanation of how to issue the invoice: option to be used and legend to be included in the TMS invoice.

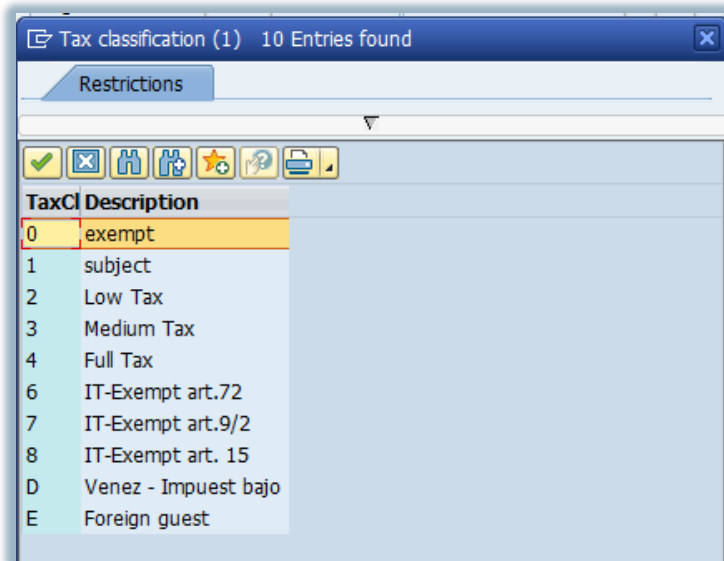
*This does not apply in the case of billing of reservations with internal clients (those that start with 99 *) in which the system automatically modifies the tax classification of the TMS folios.*

1 MANAGEMENT OF THE FOLIOS IN THE TMS RESERVATION

Go to  "Modify folios header"



R...	Folio	Payment method	Payt Terms	Tax incl.	Responsible Folio	Format identif.	Holder	Name	Fis.clas	Reason f. tax cl. ch
1	On-desk payment			<input type="checkbox"/>	Main client	IND	9900009103	ES01CS CORPORATE		
2	On-desk payment			<input type="checkbox"/>	Main client	IND	9900009103	ES01CS CORPORATE		
3	On-desk payment			<input type="checkbox"/>	Main client	IND	9900009103	ES01CS CORPORATE		
4	On-desk payment			<input type="checkbox"/>	Main Guest	IND	9900009039	ES01CS CORPORATE		

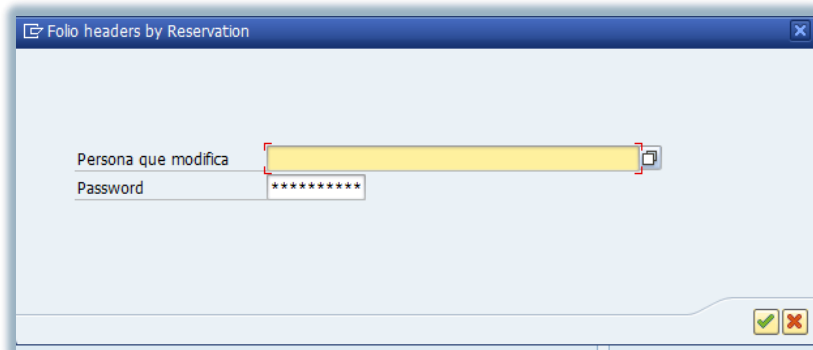



Restrictions

TaxCl Description

- 0 exempt
- 1 subject
- 2 Low Tax
- 3 Medium Tax
- 4 Full Tax
- 6 IT-Exempt art.72
- 7 IT-Exempt art.9/2
- 8 IT-Exempt art. 15
- D Venez - Impuest bajo
- E Foreign guest

It is needed that the user registers his/her name and password:



Persona que modifica

Password

For example, if we select the “0 Exempt” option, the folios will be shown as follows:

1. Subject to VAT

FOLIOS: F1	138,80	EUR	DIRECT GUEST-0000001000	F2	0,00	EUR	DIRECT GUEST-0000001000
(tax incl... F3)	0,00	EUR	DIRECT GUEST-0000001000	F4	0,00	EUR	DIRECT GUEST-0000001000

Status	Revenue date	Folio	Concept	Description	Quantity	Price	Disc.(net)	Amount	Tax incl.	Service date
00	26.10.2014	1	BB	Bed & Breakfast	1	18,09	0,00	18,09		26.10.2014
00	26.10.2014	1	BB	Bed & Breakfast	1	18,09	0,00	18,09		26.10.2014
00	26.10.2014	1	ROOM	Room	1	90,00	0,00	90,00		26.10.2014

Remarks		Credit no tax.	Credit with tax	Cash no tax.	Cash with tax	Total no tax.	Total with tax
Amount Billed		0,00	0,00	0,00	0,00	0,00	0,00
Amount Pending		0,00	0,00	126,18	138,80	126,18	138,80
Pending Reservat		0,00	0,00	126,18	138,80	126,18	138,80



2. Exempt VAT (once we have selected the “0 exempt” option). See all options in section [2 VAT EXEMPTIONS BY COUNTRY](#).

FOLIOS: F1	126,18	EUR	DIRECT GUEST-0000001000	F2	0,00	EUR	DIRECT GUEST-0000001000
(tax incl... F3)	0,00	EUR	DIRECT GUEST-0000001000	F4	0,00	EUR	DIRECT GUEST-0000001000

Status	Revenue date	Folio	Concept	Description	Quantity	Price	Disc.(net)	Amount	Tax incl.	Service date
00	26.10.2014	1	BB	Bed & Breakfast	1	18,09	0,00	18,09		26.10.2014
00	26.10.2014	1	BB	Bed & Breakfast	1	18,09	0,00	18,09		26.10.2014
00	26.10.2014	1	ROOM	Room	1	90,00	0,00	90,00		26.10.2014

Remarks		Credit no tax.	Credit with tax	Cash no tax.	Cash with tax	Total no tax.	Total with tax
Amount Billed		0,00	0,00	0,00	0,00	0,00	0,00
Amount Pending		0,00	0,00	126,18	126,18	126,18	126,18
Pending Reservat		0,00	0,00	126,18	126,18	126,18	126,18

The Front Office and Points of Sale's cash floats consist of a fixed sum of money in cash, the main purpose of which is to ensure the ready availability of change for items paid for by guests in cash.

2 VAT EXEMPTIONS BY COUNTRY

The following board shows the VAT exemptions available in TMS by country, besides the normal option 1 Subject.

Country	Tax classification	Reason for change classification change
ANDORRA	0 exempt 1 subject	Tax Exemption
AUSTRIA		
BELGIUM		
CZECH RPC		
CHILE		
DOMINICAN RPC		
ECUADOR		
FRANCE		
DENMARK		
GERMANY		
HAITI		
HUNGARY		
LUXEMBOURG		
MEXICO		
NETHERLANDS		
POLAND		
ROMANIA		
SLOVAKIA		
SWITZERLAND		
UK		
USA		
ARGENTINA	0 exempt E Foreign guest 1 subject	Beneficio Reintegro IVA Decr 1046/2016 Tax Exemption
COLOMBIA	0 exempt E Foreign guest 1 subject	Tax Exemption
ITALY	0 exempt 2 Low Tax 3 Medium Tax 4 Full Tax 6 IT-Exempt art.72 7 IT-Exempt art.9/2 8 IT-Exempt art. 15 1 subject	Tax Exemption All to 4% All to 10% All to 22% Non Imponible ART.72 Non Imponible ART.9/2 Escluso IVA ART.15

Country	Tax classification	Reason for change classification change
PORTUGAL	0 exempt 1 subject	Isento Artigo 14.º do CIVA
SPAIN(except Canary Islands)	0 exempt H ES-Serv Loc UE I ES-Serv Loc outs. UE 1 subject	Exento Art..22L IVA 37/92 OP . LOC S.D – Art 69.1
CANARY ISLANDS (Spain)	0 exempt K ES Canarias Art.52-ñ 1 subject	Exento Art..22L IVA 37/92 Art.52-ñ Ley /72012 No Suj. Art.9 L.20/91
URUGUAY	0 exempt J UY-Exportación 1 subject	Tax Exemption