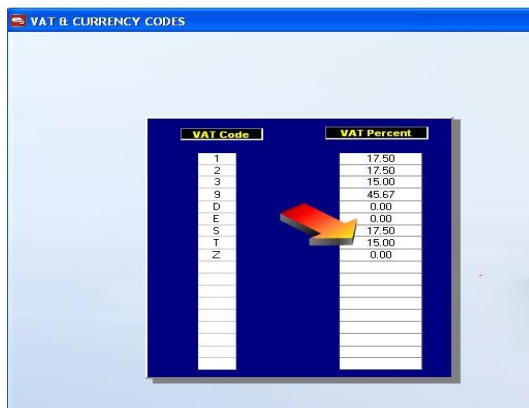


5. Click on the green tick to save the new value. See below:



6. Repeat the activity for the second VAT code "S" if present and make the VAT 17.50%
7. Click on VAT code T and enter 15.00% in the VAT Percent column, as below



Click on the green tick to save the new values.

8. Close each form by clicking on the close icon to return to the main customer form:



Please could you ensure before doing this change on 1st January that all current accounts are concluded within Equinox and your Exchequer accounting software and the relevant exports / imports of Sales Invoices have been run **prior** to the changeover of the VAT rate. We would also recommend taking a backup of Dealer and Exchequer before running the month end imports.

Also please can you ensure that the relevant amendments to the existing standard VAT code and the amendment of the T code are implemented within your Exchequer accounts software.

If DCS are the suppliers and support your Exchequer software then separate details will be sent to you in regards to the changes within Exchequer. If you have any queries or require assistance then please do not hesitate to contact the Dealer Support Team, thank-you.