

Brexit Checklist

- Visit <https://www.gov.uk/transition> and complete the Brexit checker tool – when you have answered the questions to see how Brexit will affect you, you will get a list of links to follow for guidance – this could well come up with a lot of reading for you so set aside some time!
- If you import or export any goods to EU countries or Northern Ireland, make sure you have an EORI number – you still need one whether you are VAT registered or not and whether you are trading as a sole trader, partnership or limited company - to apply for one, follow the link below. HMRC issued a lot of these over the summer to VAT registered businesses so you may already have one – don't worry if you can't find it – just use the following link to apply and if you do have one already it will tell you what it is.

<https://www.gov.uk/eori>
- Check your terms and conditions and any contracts you send to customers to see if there are any EU laws mentioned – if you buy your contracts ready done then you need to check if there are any updates. Otherwise, get some legal help if you are unsure
- Also check any contracts that are sent to you for work that you do in European countries as these will be updated
- Check your business insurance is still relevant for any work you do involving EU countries
- When invoicing EU countries, check the VAT rules for each country as there could well be changes when charging VAT or zero rating invoices depending on the value and type of goods or services provided