

# Adding VAT to a Client


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With the proposed changes to the UK's VAT rates, we have updated how you can set VAT at your venue, both on Client's accounts and for New and Existing Bookings.

Instead of the old text box, our new drop-down option allows you to quickly and easily adjust VAT rates for your clients bookings!



## Setting a Client's VAT Rate

1) Create a new Client from the  tab

2) At the top right, above their Address details, you can see the VAT drop-down box: 

3) From the pre-set list, select the VAT Rate for this Client (this will be kept at your venues default VAT Rate if unchanged)

With this set, any new booking for this Client will automatically reflect this new VAT Rate!

**To adjust the VAT Rate of an Existing Client**, you can view their account from the  tab, and select the [Edit](#) button; you can also  from the Client's page!

This doesn't mean that the Clients are fixed to these rates. You can still make changes on particular bookings when creating or editing a booking. For more on adjusting the VAT on a booking, click [here](#).

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