Invisible Chips

0% fat. 100% Charity
Thanks for chipping in.

How do I set up Invisible Chips (IC) on my EPOS System*?

There are 2 ways of doing this:

1. **Menu Item:**
   a. Set up IC as a menu item
   b. Mark as a non-print item (so it doesn't print a ticket in the bar or kitchen)
   c. Mark it as a non-VAT and non-service charge item
   d. Mark it as a non-revenue item
   e. The amount collected should not be reported as revenue or on the VAT return and should be coded to a balance sheet liability code (e.g. Hospitality Action IC Campaign).

2. **Service Charge item:**
   a. In the same way that 12.5% service charge, add IC as a service charge item for a fixed amount rather than a percent.
   b. The amount collected should not be reported as revenue or on the VAT return and should not be mixed in with service charge collected. It should be coded to a balance sheet liability code (e.g. Hospitality Action IC Campaign).

In both cases, IC will show on the bill – As a menu item, it will show in with the regular items on the bill and as a service charge item, usually it will show in a similar way to service charge somewhere at the bottom of the bill.

As a service charge item - there are no implications for VAT, but as a menu item, you must just make sure it's set up as above.

If you have any questions concerning VAT please seek independent advice.

*EPOS Systems may vary thus set-up may differ.

How to pay in your donations.

- We ask that donations are paid in monthly by BACS.

  Bank Name:
  NatWest Bank

  Account Name:
  Hospitality Action

  Account Number: 87014696
  Sort Code: 60-24-07
  Swift Code: NWBKGB2L

  International Bank a/c Number: GB49NWBK60240787014696

  VAT registration: 154 2592 11
  Charity number: 1101083
  Company number: 04914871

- Please let us know if you need an invoice, receipt or if you'd like to pay in donations over a set time frame.

- Please make sure you include IC, your company name and location as a reference when making the payment so we know the donation has come from you! E.g. IC, Brewdog, Farringdon

Should you have any queries please get in touch.

Invisible Chips

Registered with FUNDRAISING REGULATOR