



ARCHIVING AND STORAGE

**Cost Efficient Storage, Connected Systems,
Strong Audit Trail Guarantee**

ARCHIVING AND STORAGE SERVICE

Archiving and Storage management with specialist VAT providers ensures you have best tax compliance practice and processes in place for your organisation.

Our archiving and storage process addresses many challenges such as storage costs, regulatory compliance and data protection.

How it works



The client submits a expense report to their expense management system (EMS). Through Taxback International's integration we pull this data.

Client prints physical receipts and cover letter and sends to Taxback International

Taxback International automatically reconcile the expense reports received against the data.

Each document is analysed, scanned (creating an audit trail), indexed (with multiple fields) and categorised when received by Taxback International.

Documents are automatically sorted and receipts and invoices eligible for VAT refund are identified at the same time of archiving and storage by their barcodes.

An audit report is created within 24 hours flagging any VAT errors, missing documents - issues against customer's EMS and company T&E policy.

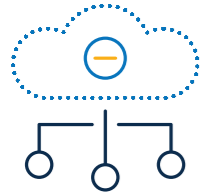
Taxback International removes any required documents, photocopies these and replaces original with copy.

Documents are then repackaged scanned and sorted into country specific boxes.

Boxes are scanned and sorted into storage.

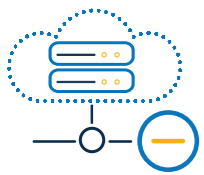
Validation checks are carried out at each step to ensure effective audit trail in the event of a tax office audit.

Challenges of archiving and storage with a non-specialised VAT provider



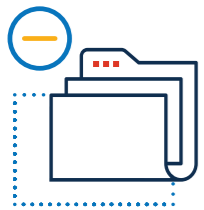
LACK OF ALIGNMENT OF DATA AUDIT TRAIL

Response rate to tax audit requests slower and providers are generally unable to identify receipts and invoices eligible for VAT refund.



SEPARATE LOCATIONS FROM VAT SERVICE PROVIDERS ADDS COST AND ADMIN COMPLEXITY

Time consuming and costly when tax audit requests and preparation of VAT reclaim submissions are required. Disruption of documents in and out of storage resulting in lost or damaged documents.



LACK OF TAX COMPATIBLE INDEX OF DATA PARAMETERS

Minimal index fields to easily track back to clients EMS entry



LACK OF RESOURCES AND TIME

Generally non VAT experts / companies have a lack of knowledge, time and resources to identify issues with receipts and invoices.



PRICING

Generally have a 4-5 page fee structure – charging for each step and transaction

Advantages of archiving and storage with Taxback International



IDENTIFICATION OF VAT OPPORTUNITY AT THE ARCHIVING AND STORAGE STAGE

Taxback International automatically sorts and identifies receipts and invoices eligible for VAT refund at the same time of archiving and storage.



BETTER INDEXING OF DATA PARAMETERS

Taxback International apply numerous index fields corresponding the data to the expense report thereby creating a strong audit trail. Additionally these fields are compatible with how Tax offices request ER's during a tax audit making searching easier.



CENTRALISED VAT SERVICE

Time and resource saving with no additional costs when tax audit reviews and VAT reclaim submissions are required.



24/7 SERVICE AGREEMENT

24 hour output of audit report flagging issues with receipts and invoices.



PRICING

Taxback International have a very competitive pricing scheme with only 4 transaction fees.

Best practices storage facilities and service levels



Fire protection with smoke detection systems installed with 24/7 alerting systems



Fire extinguishers and sprinkler suppression systems installed in all locations



Humidity, moisture and flood control systems are in all parts of the building



Door access to storage is key pad protected with only relevant employees capable of accessing



CCTV cameras are located externally and internally with 24/7 manned security in place



Manned security of storage facility 24/7



Intruder monitoring and detection with manned guards



Barcode technology provides 100% audit trail of all documents within the facility



Bank level data security and encryption





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