

## Revenue Scotland SETS Update January 2020

Revenue Scotland will be updating the online tax collection system (SETS) on Tuesday 28 January 2020. This update will introduce a number of changes and enhancements to both the SETS portal and also internal back-office functionality. Introduction of this important update will require a short period of downtime.

**\*\* The SETS portal will be unavailable to all users and for all services on Tuesday 28 January from 8am – 5pm. \*\***

Summary details of new functionality being introduced to the SETS portal:

1. Return submission receipt now available at any time for download
2. Ability to delete draft returns
3. Ability to search returns by Agent reference
4. Enhanced validation on Reliefs
5. Links out from SETS portal to relevant help and guidance on RS website
6. For Landfill operators: the ability now to view 'Total Tonnage' from all sites on Summary page
7. For Landfill operators: the ability now to upload waste data from a csv file

Read on for more information, including screenshots and summary explanation.

### Contact Us

For help with case specific questions or complex tax enquiries:

- use the **secure message** facility in the SETS portal

For help with technical issues or problems using the SETS portal:

- check the [System Help](#) pages on the Revenue Scotland website
- telephone the Support Desk – 03000 200 310

To contact the specific tax teams, email:

- LBTT Enquiries - [lbtt@revenue.scot](mailto:lbtt@revenue.scot)
- SLFT Enquiries - [sfft@revenue.scot](mailto:sfft@revenue.scot)

For any general comments, questions or suggestions on SETS, email:

- Service Design Team – [servicedesign@revenue.scot](mailto:servicedesign@revenue.scot)

# All users (LBTT and SLfT)

## 1. Return submission receipt now available at any time for download

A new 'Receipt' option in the submitted returns section of the Dashboard, displays a new 'Return Submission Receipt' for each submitted return (Conveyance, Transfer or Lease). Select 'Receipt' from the submitted returns section of the Dashboard to download, print or save locally, as below:

The screenshot shows the Revenue Scotland dashboard. At the top, there are navigation links for 'Dashboard', 'Account details', and 'Sign out'. Below the dashboard title, there are three buttons: 'Create LBTT return', 'Create SLfT return', and 'Create new message'. The 'Unread messages' section has a link to 'All messages'. The 'Draft returns' section contains a table with one entry:

Return reference	Your reference	Description	Version
RS60g5568PSJT	Test123	Lease Scottish Government, Victoria Quay, Leith Docks, EDINBURGH, EH6 6QQ, SCOTLAND Joe Bloggs	1

Below the table are links for 'Continue', 'Download PDF', and 'Delete'. The 'Outstanding balance' section contains a table with one entry:

Return reference	Your reference	Submitted date	Description	Version	Balance	Status
RS60g5637CBCR		08/01/2020	Conveyance or transfer Scottish Government, Victoria Quay, Leith Docks, EDINBURGH, EH6 6QQ, SCOTLAND Joe Bloggs	1	£100.00	Filed (Debit)

Below this table are links for 'Transactions', 'Download PDF', 'Receipt', 'Amend', and 'Message'.

**Your return has been submitted**

Your Land and Buildings Transaction Tax return has now been submitted.

The submission date is 08/01/2020.

**Return reference** RS60g5637CBCR

**Title number (if provided)**

**Property address** Scottish Government, Victoria Quay, Leith Docks, EDINBURGH, EH6 6QQ

**Buyer** Mr Joe Bloggs

**Description of transaction** Conveyance or transfer

**Effective date** 03/01/2020

**Your reference (if provided)**

Payment is due by the earlier of either 5 working days after submission of the return OR the filing date of the return.

You are paying by BACS. Help and advice on [how to pay LBTT](#) is available.

If your return or payment is late, you may be [liable to penalties](#) or [liable to interest](#).

If you have any queries about this return, you can contact Revenue Scotland by sending a secure message or by calling the support desk on 03000 200 310.

The transaction ID must be included with any payment submitted or in any correspondence regarding this transaction. This acknowledgment should **not** be sent to Registers of Scotland as part of the land registration process.

[Receipt](#)  
[Send secure message](#)

[Go to dashboard](#)

Above: existing Return Submission Confirmation, presented at point of submission.

Left: new Return Submission Receipt, available at any time from the Dashboard.

The screenshot shows the new Return Submission Receipt. It features the Revenue Scotland logo at the top. The main text reads: 'Your Land and Buildings Transaction Tax return was submitted on 08/01/2020'. Below this, there is a table with the following details:

Return reference	RS6095637CBCR
Title number (if provided)	
Property address	Scottish Government, Victoria Quay, Leith Docks, EDINBURGH, EH6 6Q
Buyer	Mr Joe Bloggs
Description of transaction	Conveyance or transfer
Effective date of transaction	03 January 2020
Agent reference (if provided)	

Below the table, there is a section with helpful information: 'Help and advice on how to pay LBTT is available at <https://www.revenue.scot/paylbt>. If your return or payment is late, you may be liable to penalties or liable to interest. If your transaction is subject to Additional Dwelling Supplement (ADS), you will need the information in this receipt to reclaim that amount. Guidance is available online at <https://www.revenue.scot/lbttguidance>. If you have any queries about this return, you can contact Revenue Scotland by sending a secure message through the online Revenue Scotland portal or by calling the support desk on 03000 200 310. This acknowledgment should not be sent to Registers of Scotland as part of the land registration process.

Also new in the Dashboard is the option to 'Download PDF'. Available for both draft and submitted returns, select 'Download PDF' to display all information contained in the draft and submitted return.

**Revenue Scotland**  
**Land and Buildings Transaction Tax**

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**About the return**

Return reference	RS6095637CBCR
Version	1
Status	Filed
Which return do you want to submit?	Conveyance or transfer

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**Agent details:**

Title	
First name	Any
Last name	Agent
Your reference	
DX number and exchange	07890 123456
Telephone number	
Email	any.agent@email.com

**Agent address**

Building and street	Scottish Government Victoria Quay Leith Docks EDINBURGH
Town	
County	
Postcode	EH6 6QQ

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**About the buyer(A private individual)**

Title	Mr
First name	Joe
Last name	Bloggs

Left: new Download PDF report, available at any time from the Dashboard – available for both draft and submitted returns.

## 2. Ability now to delete draft returns

A new 'Delete' option in the draft returns section of the Dashboard allows users to delete individual draft returns. Select 'Delete' for each individual draft return you wish to remove. Please note; once deleted, individual draft returns cannot then be reinstated.



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### Dashboard

[Create LBTT return](#)

[Create new message](#)

#### Unread messages

[All messages](#)

#### Draft returns

Return reference	Your reference	Description	Version
RS6095637CBCR		Conveyance or transfer Scottish Government, Victoria Quay, Leith Docks, EDINBURGH, EH6 6QQ, SCOTLAND Joe Bloggs	1
<a href="#">Continue</a>	<a href="#">Download PDF</a>	<a href="#">Delete</a>	
RS6095688PSJT	Test123	Lease Scottish Government, Victoria Quay, Leith Docks, EDINBURGH, EH6 6QQ, SCOTLAND Joe Bloggs	1
<a href="#">Continue</a>	<a href="#">Download PDF</a>	<a href="#">Delete</a>	

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[All returns](#)

#### Outstanding balance

1-0

[All transactions](#)

# LBTT users

## 3. Ability now to search returns by Agent reference

A new 'Your reference' search option allows returns to be searched by individual and specific Agent references.



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### All returns

#### List of all submitted returns

##### Return reference

Enter part or all of the Revenue Scotland return reference

##### Your reference

Enter part or all of your reference

[Hide options](#)

##### Submitted from date

dd/mm/yyyy



##### Submitted to date

dd/mm/yyyy



##### Description

Enter part or all of the description to search by property address, buyer/landlord name or return type

##### Return status

Choose from list

Draft

Filed

Disregarded

Find

Left: search returns using any/all of your Agent reference in the new 'Your reference' search option

Below Left: from the Return Summary screen, this is where you would both enter (red box) an Agent reference and also check (green box) any existing reference details.

Below Right: after clicking through the 'Edit agent details' on the Return Summary screen, this is where you would enter any reference for this return.

Enter, check or amend the optional Agent reference details from the screens below:



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### Return Summary

#### Your return summary

The LBTT return is split into sections which can be completed in any order. You must complete all the sections before submitting the return.

**!** Before leaving the return, save your changes by clicking on the 'save draft' button. Any unsaved changes will be lost.

##### Contact details for agent

###### Name

Any Agent

###### Your reference

None provided

[Edit agent details](#)

##### About the buyer

[Add a buyer](#)

##### About the seller

[Add a seller](#)

##### About the property

[Add a property](#)

##### About the transaction

[Add transaction details](#)

##### About the calculation

[Edit calculation](#)

The amounts in this section will be automatically calculated when you create or update the transaction section. You can edit them before you submit the return.

LBTT calculated £0.00

Total LBTT reliefs claimed £0.00

Total tax payable £0.00

Save draft

Submit return



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### Agent details

#### Provide your details

Provide details of the agent dealing with this transaction

##### Title (Optional)

Choose from list

##### First name

Any

##### Last name

Agent

##### Your reference (Optional)

This is your reference for this return

##### DX number and exchange (Optional)

##### Telephone number

07890 123456

##### Email

any.agent@email.com

Next

## 4. Enhanced validation now on Reliefs

New validation on certain reliefs have now been enabled in the SETS portal. Certain reliefs types will now be automatically calculated from already entered data; all others should have an amount manually entered, as below.

All reliefs amounts (calculated and entered) can now be seen later in the return and changes as required before submission.



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### Reliefs on this transaction

Certain reliefs amounts will be calculated as part of the return and therefore cannot be entered at this point. For all others, if you know the values for any relief you are claiming, enter it into the 'Amount of tax saved by relief' field, if you don't know the value now then enter 0.

Is relief being claimed for this transaction?

See guidance [LBT2010 - Tax Reliefs \(opens in a new window\)](#) for further details.

Yes  No

Type of relief	Amount of tax saved by relief	Action
Building societies relief	£ Calculated	<a href="#">Delete row</a>
Charities relief (Partial Relief)	£ 0	<a href="#">Delete row</a>
Group relief (Partial Relief)	£ 0	<a href="#">Delete row</a>
First-Time Buyer Relief	£ Calculated	<a href="#">Delete row</a>

[Add row](#)

[Next](#)



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### Reliefs on this transaction

Certain reliefs amounts will be calculated as part of the return and therefore cannot be entered at this point. For all others, if you know the values for any relief you are claiming, enter it into the 'Amount of tax saved by relief' field, if you don't know the value now then enter 0.

Is relief being claimed for this transaction?

See guidance [LBT2010 - Tax Reliefs \(opens in a new window\)](#) for further details.

Yes  No

Type of relief	Amount of tax saved by relief
Choose from list	£ <input type="text"/>
Alternative property finance relief	
Building societies relief	
Charities relief (Full Relief)	
Charities relief (Partial Relief)	
Crofting community right to buy relief	
Diplomatic Premises relief	
First-Time Buyer Relief	
Friendly societies relief	
Group relief (Full relief)	
Group relief (Partial Relief)	
Lighthouses relief	
Multiple dwellings relief	
Openended Investment Companies relief	
Property accepted in satisfaction of tax relief (heritage bodies)	
Public bodies relief	
Reconstruction relief and acquisition relief	
Relief for alternative finance investment bonds	
Relief for certain acquisitions by registered social landlords	
Relief for certain acquisitions of residential property (Full Relief)	
Relief for certain acquisitions of residential property (Partial Relief)	
Relief for certain compulsory purchases	
Relief for compliance with planning obligations	
Relief for incorporation of limited liability partnership	
Sale and Leaseback Relief	
Sovereign Bodies and International Organisations relief	
Sub-sale development relief	
Visiting forces and international military headquarters reliefs	

Left: relief amounts now automatically calculated will be shown as 'Calculated' in the 'Amount of tax saved by relief' column (red boxes).

All other relief amounts should be manually entered in the 'Amount of tax saved by relief' column (green boxes).

Left: list of available relief types.

Reliefs types indicated as 'Partial' should have an amount manually entered. All others will now be automatically calculated.

## 5. Links out from SETS portal to relevant 'How To' help and legislative guidance on Revenue Scotland website and elsewhere.

At certain points throughout the SETS portal, new help text has been added as well as hyperlinks out to relevant online help and guidance.

Please note: all external hyperlinks open in a new window.



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### About the dates

Provide the following dates

#### Effective date of transaction

This is usually the date the land transaction completed (e.g. the date the lease is granted). See guidance [LBT1004 - The effective date \(opens in a new window\)](#) for further details.

#### Relevant date

This is usually the same as the effective date. See guidance [Land and Buildings Transaction Tax \(Scotland\) Act 2013 \(opens in a new window\)](#) for further details.

#### Date of contract or conclusion of missives (Optional)

#### Lease start date

#### Lease end date

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Left: examples of new help text added to the SETS portal, as well as hyperlinks out to relevant online help



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### About the transaction

What is the property type for this transaction?

See guidance [LBT14010 - Meaning of residential property \(opens in a new window\)](#) and [LBT14012 - Meaning of non-residential property and treatment of mixed property \(opens in a new window\)](#) for further details.

Residential  Non-residential

[Next](#)

Left: new hyperlinks out to relevant help and guidance on the Revenue Scotland website.

# SLfT users

## 6. Ability now to view 'Total Tonnage' from all sites on Summary page

Waste details from all sites, including now a column of 'Total tonnage', displayed in the Waste details summary screen.

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Dashboard Account details Sign out

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### Waste details summary

#### Waste details summary for Waste Site 1

EWC code	Lower tonnage	Standard tonnage	Exempt tonnage	Water tonnage	Total tonnage	Action
01-01-01/Entry 1	0	150	0	40	110	<a href="#">Edit row</a>   <a href="#">Delete row</a>
01-03-99/Entry 2	75	0	0	55	9	<a href="#">Edit row</a>   <a href="#">Delete row</a>
10-13-12/Entry 5	0	0	40	0	40	<a href="#">Edit row</a>   <a href="#">Delete row</a>
16-01-03/Entry 3	0	0	40	0	40	<a href="#">Edit row</a>   <a href="#">Delete row</a>
19-08-11/Entry 4	100	0	0	0	100	<a href="#">Edit row</a>   <a href="#">Delete row</a>

- [Add new waste types](#)
- [Delete all waste types](#)

#### Load waste summary details from a CSV file

The file must be a csv file with maximum size 10 mb per file

No file chosen

[Back to return summary](#)

## 7. Ability now to upload waste data from a csv file

The ability now to upload bulk summary waste details from a csv file, replacing manual input of individual data.

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### Waste details summary

#### Waste details summary for Waste Site 1

EWC code	Lower tonnage	Standard tonnage	Exempt tonnage	Water tonnage	Total tonnage	Action
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- [Add new waste types](#)
- [Delete all waste types](#)

#### Load waste summary details from a CSV file

The file must be a csv file with maximum size 10 mb per file

No file chosen

[Back to return summary](#)

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