



AAT

Tax Processes for Businesses Finance Act 2021

For assessments from
September 2022 to January 2024

Pocket notes

These Pocket Notes support study for the following AAT qualifications:

AAT Level 3 Diploma in Accounting

AAT Level 3 Certificate in Bookkeeping

AAT Diploma in Accounting at SCQF Level 7



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Preface

These Pocket Notes contain the key things that you need to know for the assessment, presented in a unique visual way that makes revision easy and effective.

Written by experienced lecturers and authors, these Pocket Notes break down content into manageable chunks to maximise your concentration.

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Our Quality Co-ordinator will work with our technical team to verify the error and take action to ensure it is corrected in future editions.



A guide to the assessment

- AAT Tax Processes for Businesses reference material.
- The keys to success in AAT Tax Processes for Businesses.

The assessment

TPFB is the indirect taxation unit studied on the Level 3 Diploma in Accounting qualification.

Tax Processes for Businesses is assessed by means of a computer based assessment. The CBA will last for 90 minutes and consists of 8 tasks.

In any one assessment, students may not be assessed on all content, or on the full depth or breadth of a piece of content.

The content assessed may change over time to ensure validity of assessment, but all assessment criteria will be tested over time.

Learning outcomes & weighting

1. Understand legislation requirements relating to VAT	25%
2. Calculate VAT	30%
3. Review and verify VAT returns	20%
4. Understand principles of payroll	15%
5. Report information within the organisation	10%
Total	100%

Pass mark

To pass a unit assessment, students need to achieve a mark of 70% or more.

This unit contributes 15% of the total amount required for the Level 3 Diploma in Accounting qualification.

Format of objective test questions

The standard task formats that will be used for any computer based assessment are as follows:

- True or False (tick boxes).
- Multiple choice, with anything from three to six options available.
- Gap fill, using either words or numbers.
- Pick lists, or drop down options, which are quite likely for tax returns.
- A small number of other question styles.
- Hybrids, a mixture of the above.

AAT Tax Processes for Businesses reference material

In your assessment a large amount of reference material can be accessed by clicking on the appropriate link on the right hand side of the screen.

It is essential that you are familiar with this material provided, as it will save you having to memorise a large amount of information.

Throughout these notes we have indicated areas where it will be particularly useful for you to look at your reference material.

The reference material is included at the back of the Kaplan study text. It can also be downloaded from the AAT website.

The keys to success in AAT Tax Processes for Businesses

- Attempt all of the tasks in the assessment.
- Practise questions to improve your ability to apply the techniques and perform the calculations.
- Follow any instructions given about entering numbers to the nearest penny or nearest pound.