# How to Add and Validate a VAT Number Field in WooCommerce Checkout

How to · https://wpfactory.com/docs/intro-how-to-use-woocommerce-eu-uk-vat-numbers-validation-plugin/

To add a VAT number field to WooCommerce checkout, install EU/UK VAT Manager for WooCommerce and go to **WPFactory > EU VAT** (also at **WooCommerce > Settings > EU VAT**). The free version adds an EU VAT Number field, checks each number against the VIES service, and removes VAT for validated business customers by default.

## Can WooCommerce collect and validate VAT numbers without a plugin?

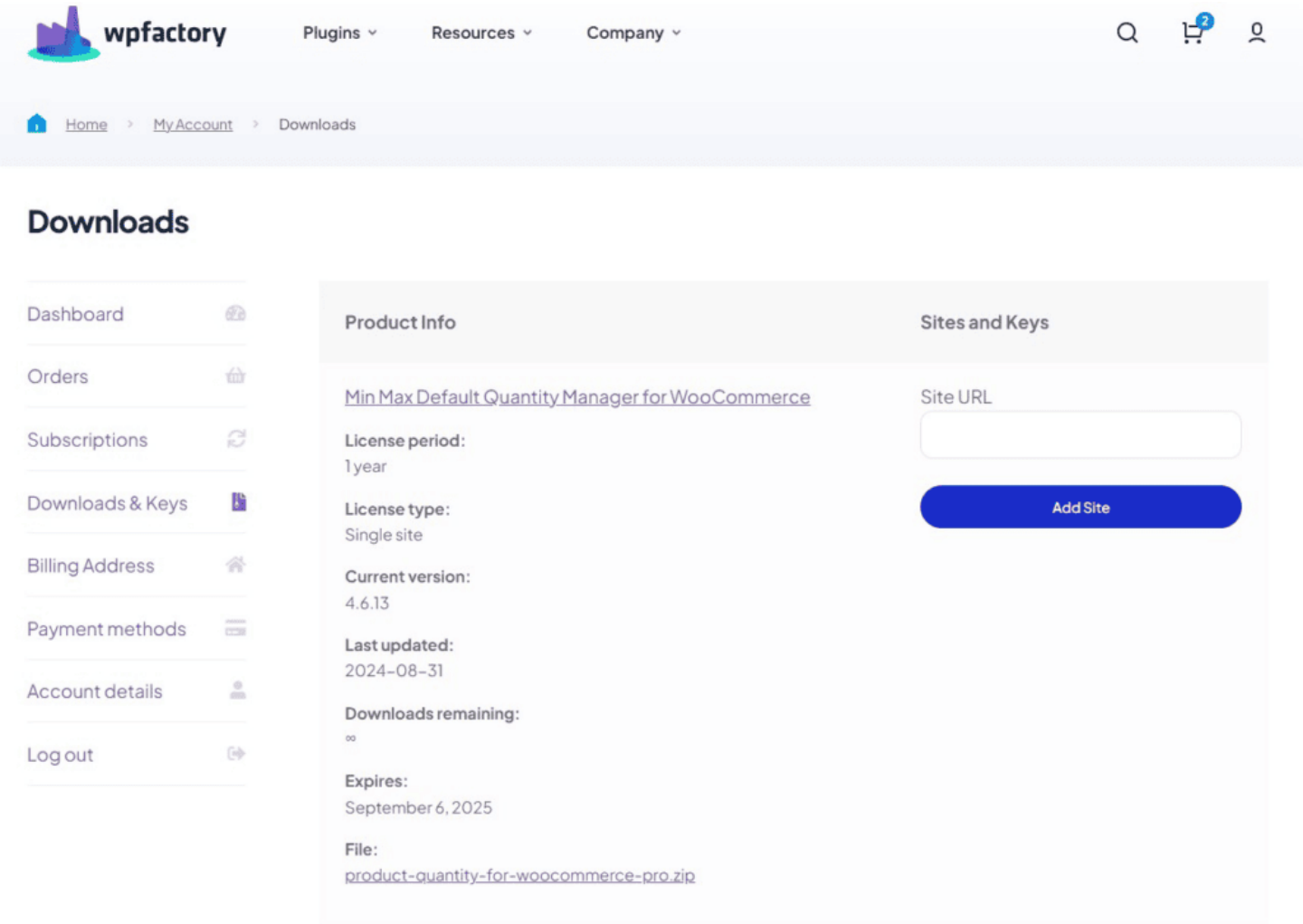
No. WooCommerce core calculates tax from the rates you set under **WooCommerce > Settings > Tax**, but it has no VAT number field at checkout and no way to check a number against VIES. It also cannot remove VAT automatically for a customer with a valid business VAT number, so that needs custom code or a plugin.

## What EU/UK VAT Manager does

EU/UK VAT Manager adds a VAT number field to the checkout. As the customer types, the number is checked in real time against the EU VIES service. If it is valid, VAT is removed from the order (unless one of your "keep VAT" rules applies). If it is not valid, the customer sees a "not valid" message and cannot check out with that number. The number is saved with the order and shown to you in the admin.

## Install and activate

- **Free:** go to **Plugins > Add New**, search for **EU/UK VAT Validation Manager for WooCommerce**, click **Install Now**, then **Activate**.
- **Pro:** download **EU/UK VAT Validation Manager for WooCommerce Pro** from your WPFactory account and upload it at **Plugins > Add New > Upload Plugin**, then activate it.



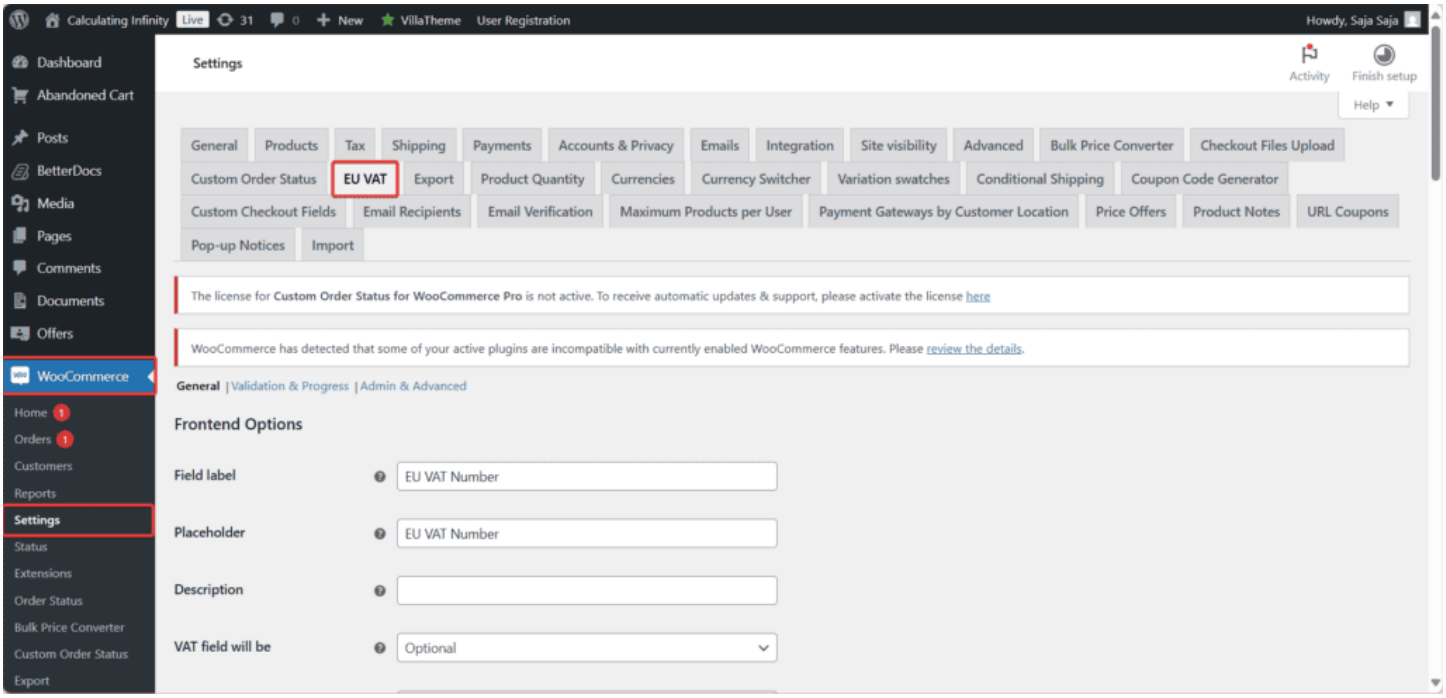

Full details are in installing EU/UK VAT Manager for WooCommerce.

## First setup

With the default settings the field already appears and validates. These steps make it fit a typical B2B store.

1. Go to **WPFactory > EU VAT**. The **General** section opens.
2. Under **Field Options**, check **Field label** and **Placeholder** (both default to "EU VAT Number") and add a **Description** if you want help text below the field.
3. Choose **VAT field will be**: **Optional** (default), **Required**, **Required in the following countries**, **Required in all countries except following countries** or **Required if customer fills the company field**. Save changes.
4. Open the **Validation** section. Leave **Validate** on (default) and **Remove VAT for validated numbers** on (default).

5. If you sell from an EU country and must still charge VAT to local businesses, set **Keep VAT in selected countries** to **Base (i.e., store) country** (default: Disable). Save changes.
6. Test at checkout with a valid VAT number: the progress message should say "VAT is valid." and the tax line should drop to zero.

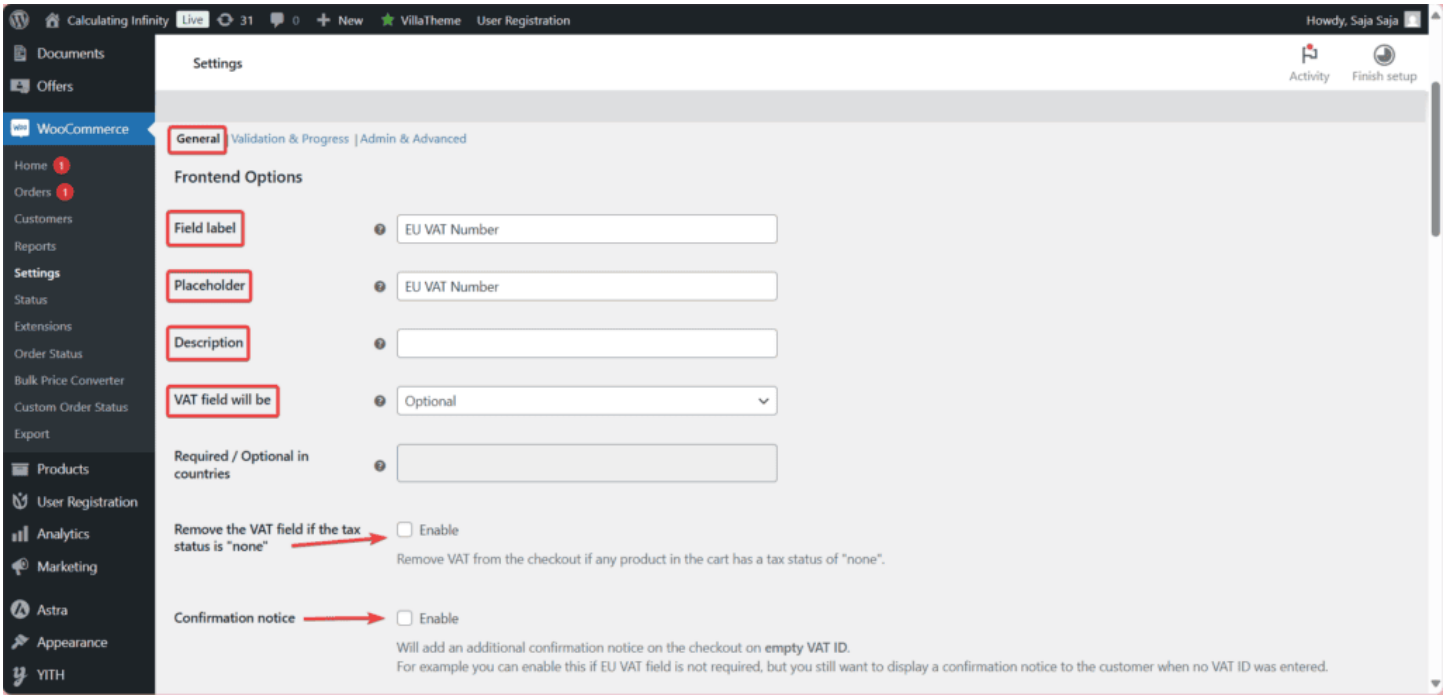


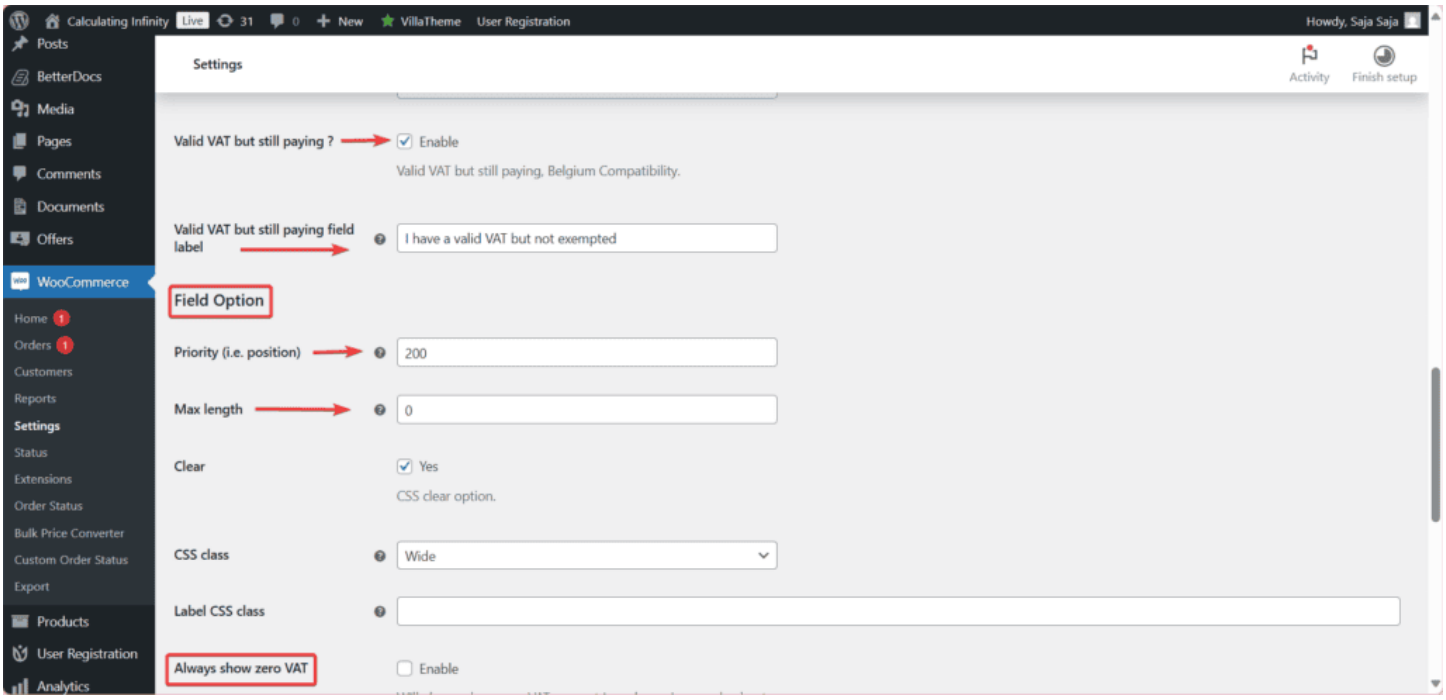

For a longer setup walkthrough, see how to set up EU VAT number validation in WooCommerce.

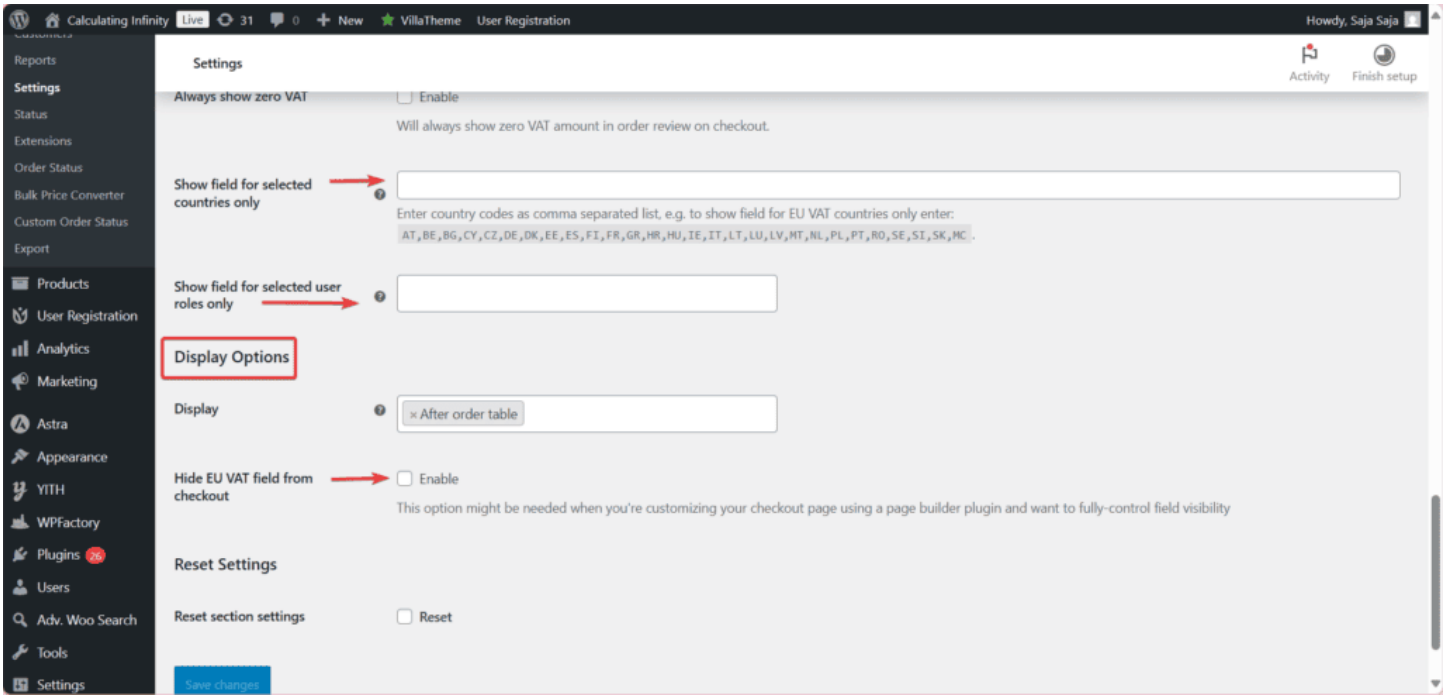
# Main features

## Field, visibility and display options (General)

Set the field's position (**Priority (i.e., position)**, default 200), **Max length** and CSS class; show a **Confirmation notice** when the field is left empty; add the field to the sign-up form; and choose where the number is shown after checkout (**Display**: **After order table** by default, or **In billing address**). See advanced field, visibility and display options and adding the VAT field to the registration form.

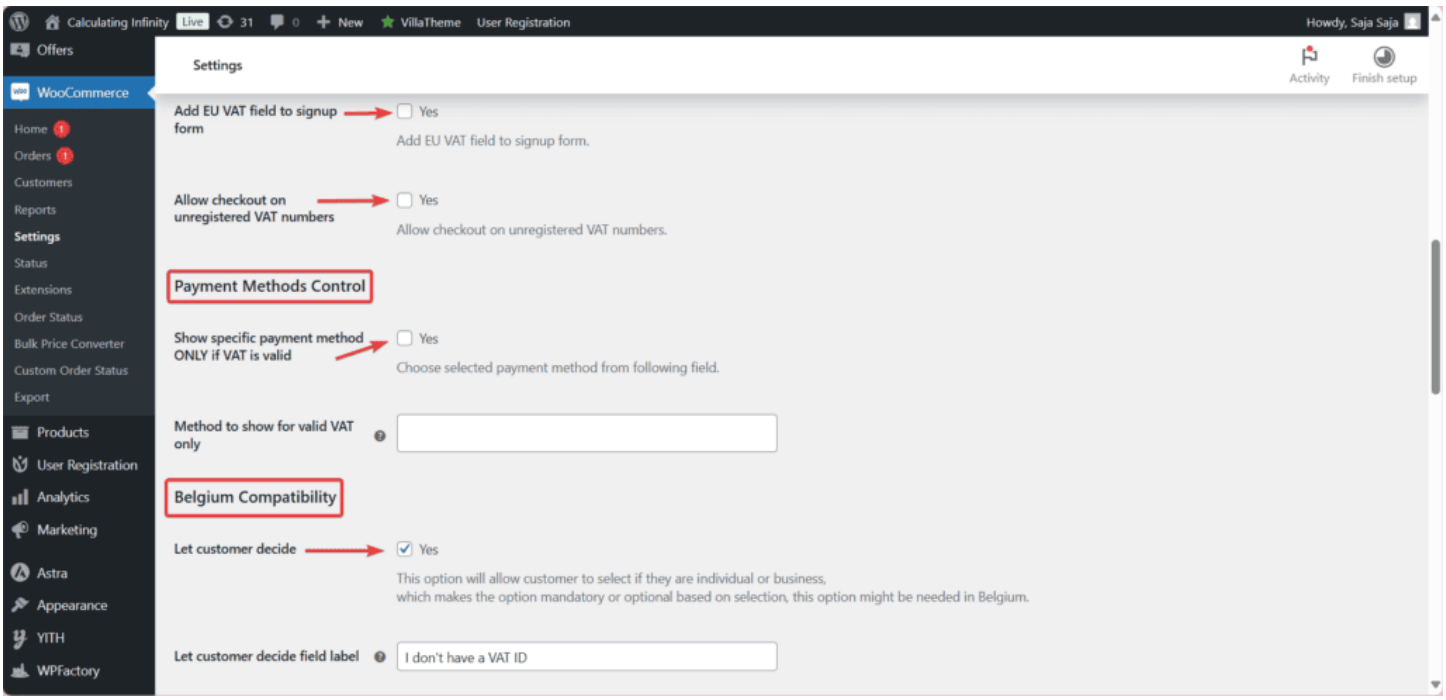

Calculating Infinity
Live
31
0
New
VillaTheme
User Registration
Howdy, Saja Saja
Documents
Offers
WooCommerce
Home
Orders
Customers
Reports
Settings
Status
Extensions
Order Status
Bulk Price Converter
Custom Order Status
Export
Products
User Registration
Analytics
Marketing
Astra
Appearance
YITH
Settings
Activity
Finish setup
General
Validation & Progress
Admin & Advanced
Frontend Options
Field label
EU VAT Number
Placeholder
EU VAT Number
Description
VAT field will be
Optional
Required / Optional in countries
Remove the VAT field if the tax status is "none"
Enable
Remove VAT from the checkout if any product in the cart has a tax status of "none".
Confirmation notice
Enable
Will add an additional confirmation notice on the checkout on empty VAT ID.
For example you can enable this if EU VAT field is not required, but you still want to display a confirmation notice to the customer when no VAT ID was entered.


Calculating Infinity
Live
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New
VillaTheme
User Registration
Howdy, Saja Saja
Posts
BetterDocs
Media
Pages
Comments
Documents
Offers
WooCommerce
Home
Orders
Customers
Reports
Settings
Status
Extensions
Order Status
Bulk Price Converter
Custom Order Status
Export
Products
User Registration
Analytics
Settings
Activity
Finish setup
Valid VAT but still paying ?
Enable
Valid VAT but still paying, Belgium Compatibility.
Valid VAT but still paying field label
I have a valid VAT but not exempted
Field Option
Priority (i.e. position)
200
Max length
0
Clear
Yes
CSS clear option.
CSS class
Wide
Label CSS class
Always show zero VAT
Enable



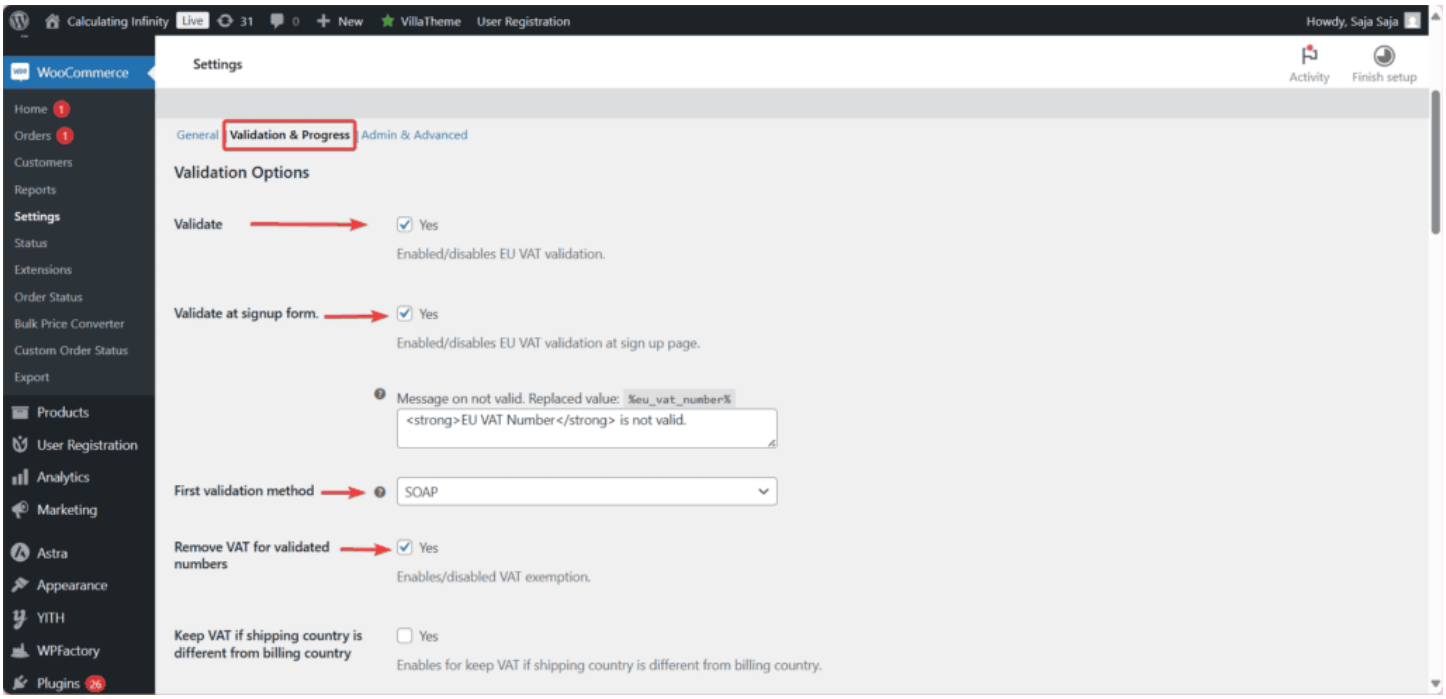

## Let customers decide, or pay VAT with a valid number (General)

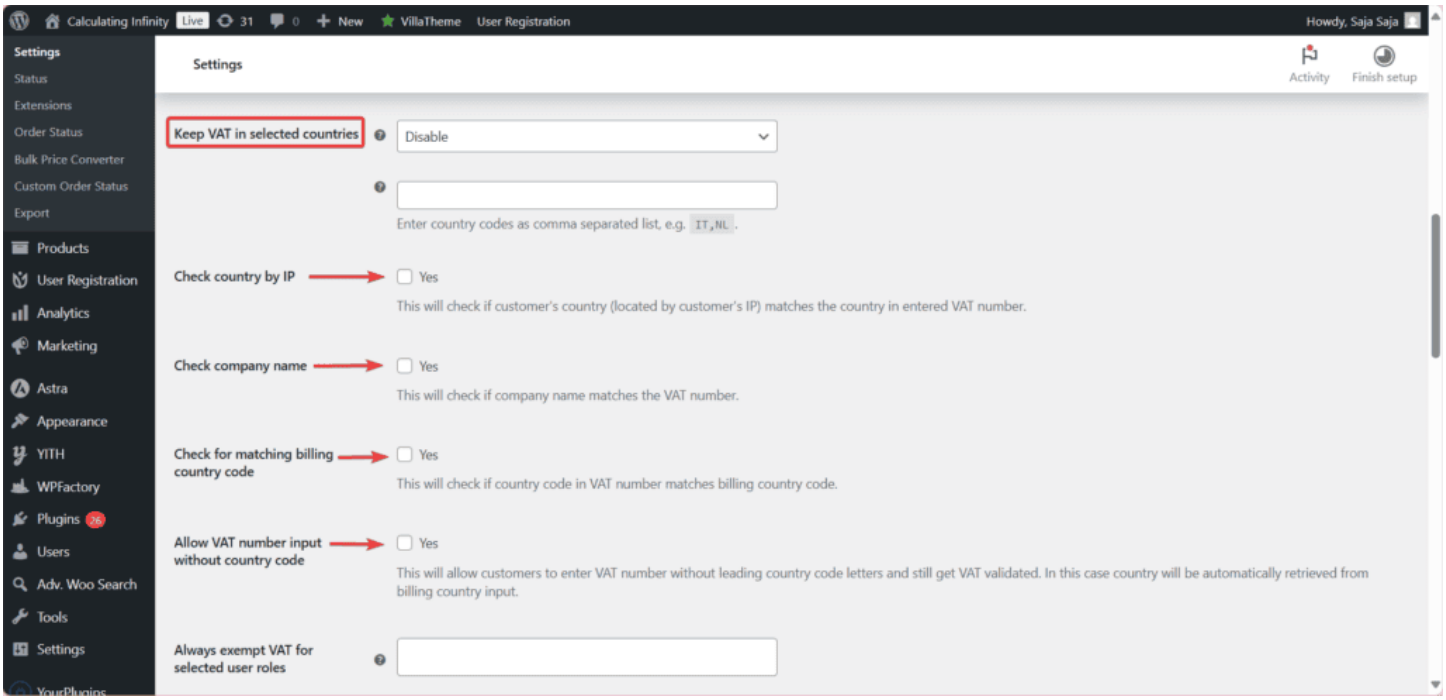
**Let customer decide** adds a checkbox (default label "I don't have a VAT ID") so individuals can skip the field. **Valid VAT but still paying?** adds a checkbox (default label "I have a valid VAT but not exempted") for businesses that have a valid number but must still pay VAT. See how to make the VAT field required only for businesses.



## Validation and VAT exemption (Validation)

Choose the **First validation method** (**SOAP** by default, or **cURL** or **Simple**); if it fails, the plugin tries the other methods. Keep VAT when the shipping and billing countries differ, in chosen countries, or for chosen user roles, and exempt chosen roles always. See configuring EU VAT validation and keeping VAT instead of exempting.



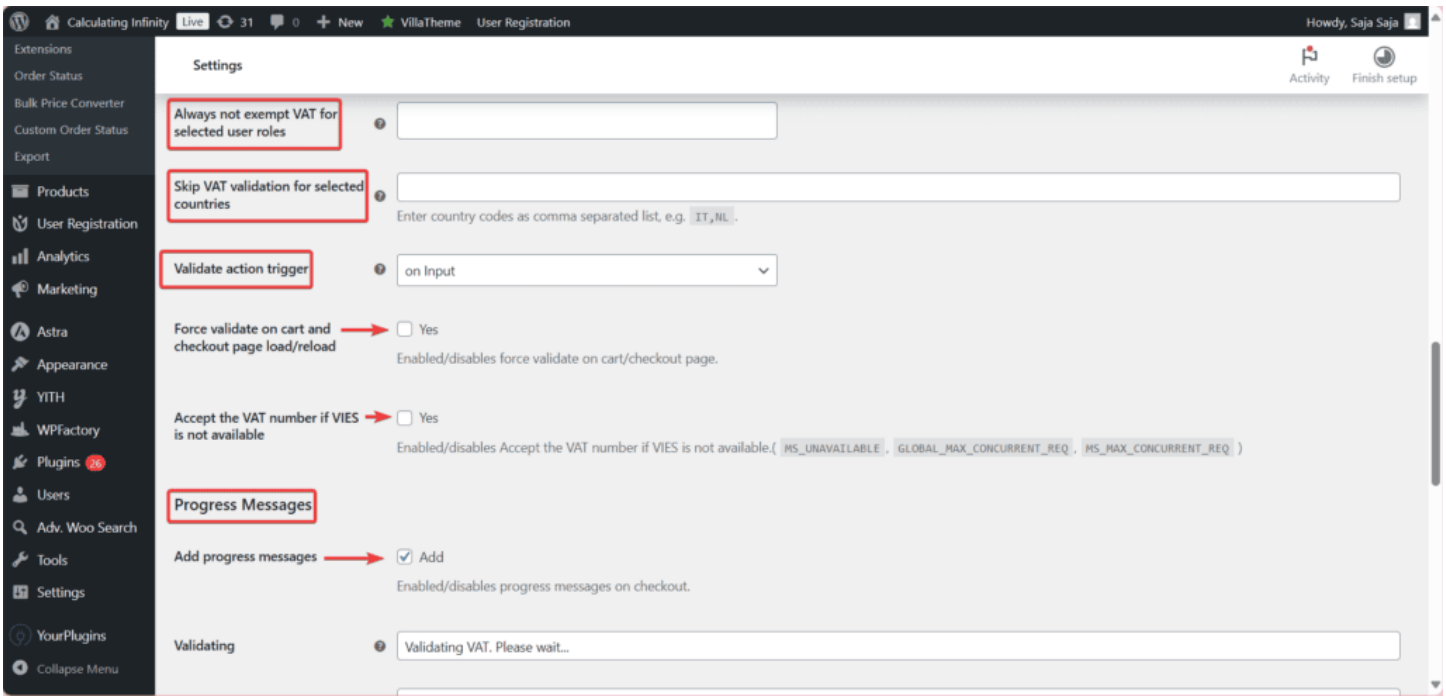



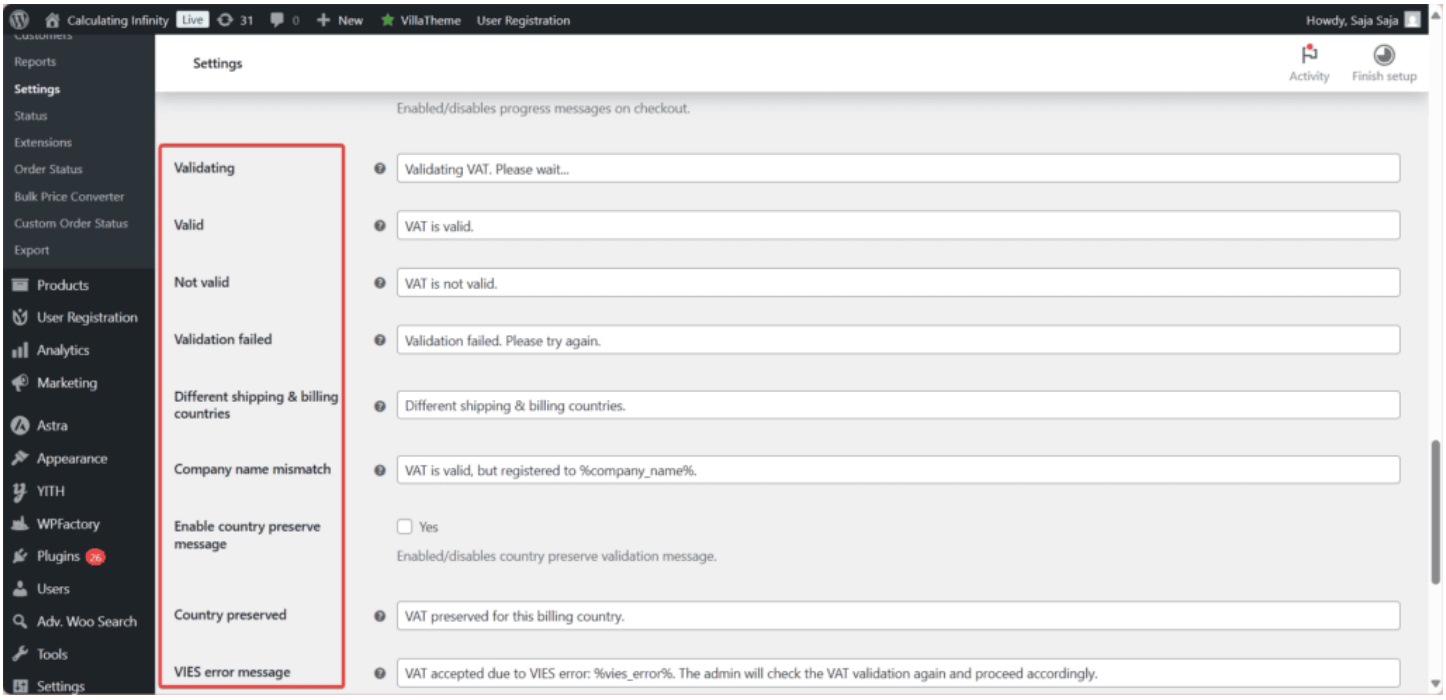
## UK and non-EU numbers (Validation)

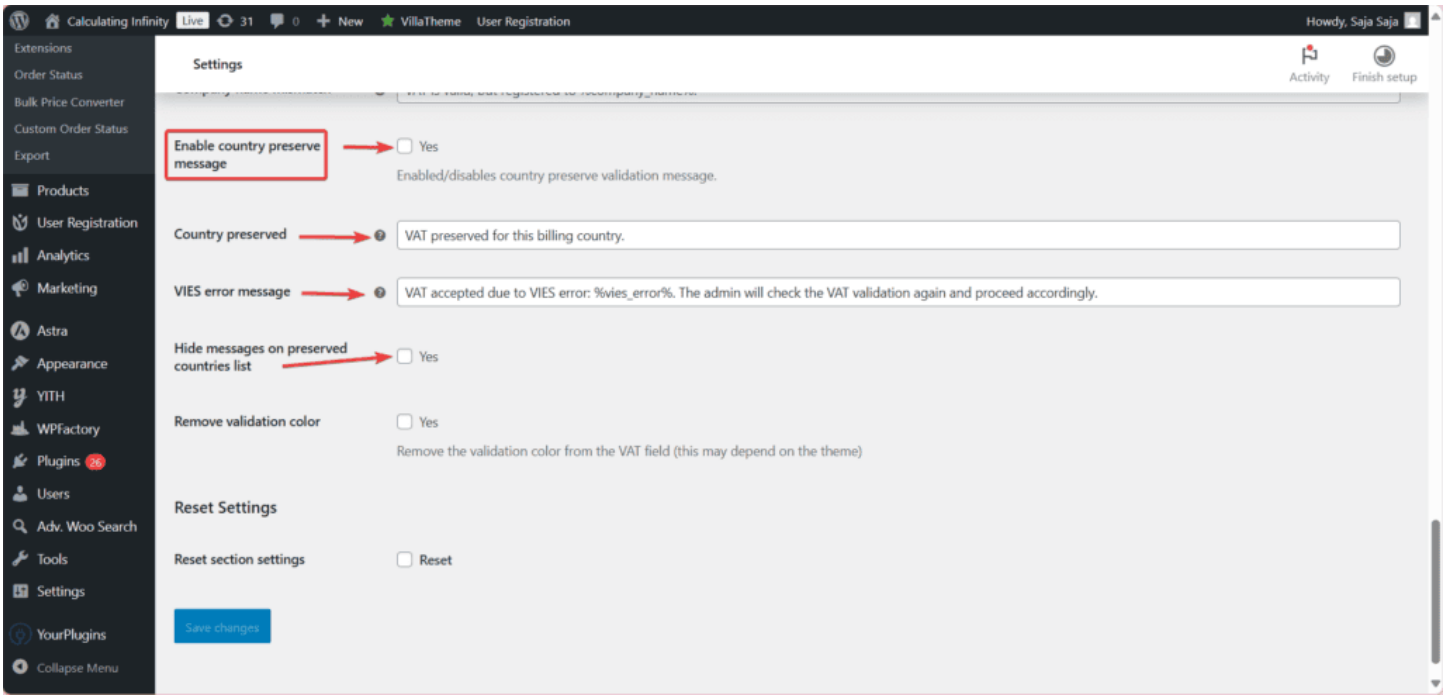
VIES covers EU countries only. Add a **VATSense.com API key** to validate UK and other non-EU numbers, and optionally use VATSense as a fallback when VIES is down. See validating UK and non-EU VAT numbers with VATSense.

## Customer messages (Messages)

**Add progress messages** (default: on) shows texts such as "Validating VAT. Please wait...", "VAT is valid." and "VAT is not valid." under the field; every text can be edited. See customizing the VAT validation messages.

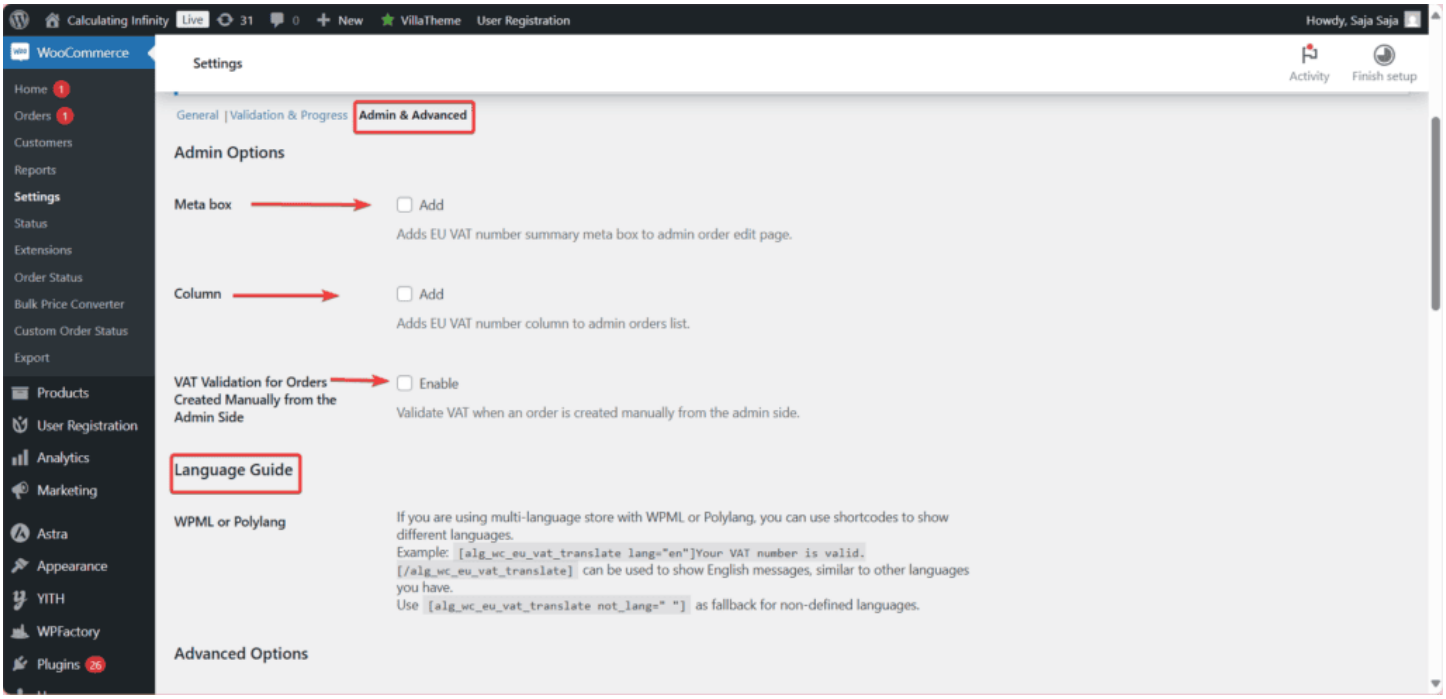




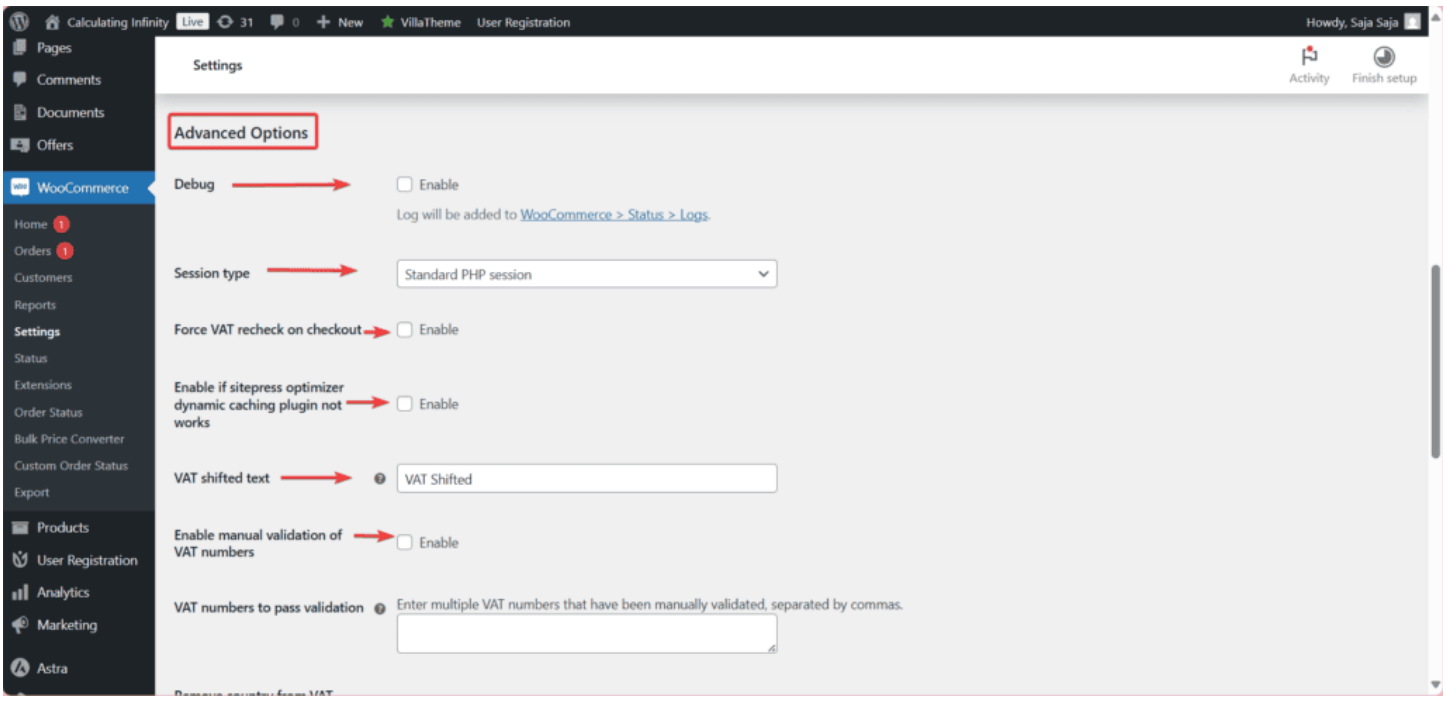

## Orders and admin (Admin)

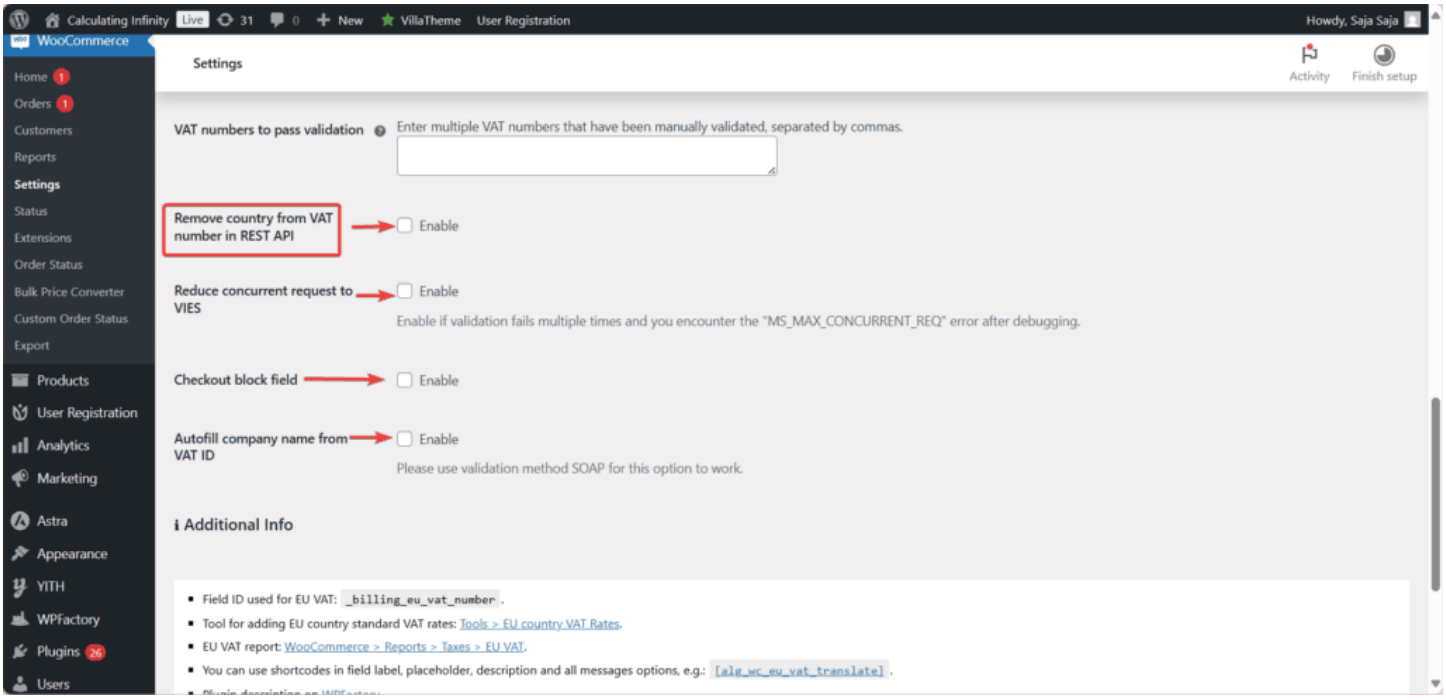
Add a VAT **Meta box** to the order edit page and a VAT **Column** to the orders list (both off by default), validate numbers on orders created manually in the admin, and add a VAT number summary to the admin new order email. See showing VAT numbers in admin orders and reports.




## Block checkout and advanced tools (Advanced)

Turn on **Checkout block field** (default: off) for the block-based checkout. Other tools include **Debug**, **Force VAT recheck on checkout**, **Manual validation of VAT numbers**, **Reduce concurrent request to VIES** and **Autofill company name from VAT ID**. See enabling the VAT field in block-based checkout and the Advanced settings reference.






## Invoices (Compatibility)

The VAT number is added to PDF Invoices & Packing Slips for WooCommerce and YITH WooCommerce PDF Invoices & Packing Slips documents by default. See adding the VAT number to PDF invoices.

# Free vs Pro

VIES validation, VAT exemption and nearly every option are free. Six options are Pro:

| Option | Section | Free | Pro |
|---|---|---|---|
| Field, messages, validation methods, VAT exemption and keep-VAT rules | All | Yes | Yes |
| Allow checkout on unregistered VAT numbers | General | No | Yes |
| Show specific payment method only if VAT is valid | General | No | Yes |
| Show field for selected countries only | General | No | Yes |
| Show field for selected user roles only | General | No | Yes |
| Check country by IP | Validation | No | Yes |
| Check company name | Validation | No | Yes |

See restricting the VAT field and payment methods (Pro) and the Free vs Pro comparison.

## Frequently asked questions

### Is the VAT number field required by default?

No. **VAT field will be** is set to **Optional** by default. You can change it to Required, required only in (or in all except) chosen countries, or required when the customer fills in the company field. See how to make the VAT field required only for businesses.

### Can it validate UK VAT numbers?

Yes. VIES covers EU countries only, so UK numbers (and Australian, Norwegian and Swiss ones) are checked through VATSense. Add your key in **VATSense.com API key** in the validation settings, as described in validating UK and non-EU VAT numbers with VATSense.

### Does the VAT field work with the block checkout?

Yes, once you turn on **Checkout block field** in the Advanced options; it is off by default. See how to enable the VAT field in block-based checkout.

### What happens when VIES is down?

By default the number is not accepted. Turn on **Accept the VAT number if VIES is not available** in the Validation section, or enable the VATSense fallback. See EU VAT validation always fails and VIES IP blocking.

### Can I add the VAT number to invoices?

Yes. Integrations for PDF Invoices & Packing Slips for WooCommerce and YITH WooCommerce PDF Invoices & Packing Slips are on by default in the Compatibility section. See how to add the VAT number to PDF invoices.




**EU/UK VAT MANAGER FOR WOOCOMMERCE**

VAT field, VIES validation and exemption are free. EU/UK VAT Manager for WooCommerce Pro adds payment method control, country and role visibility rules, IP country checks and company name checks.

**See what Pro unlocks →**

Need a hand? Our team answers every ticket on the EU/UK VAT Manager support forum.

Related articles

- VAT Number Field Options for WooCommerce Checkout
- VAT Field Not Showing in Block-Based Checkout
- Payment Methods Based on EU VAT Numbers
- VAT Not Removed After Entering a Valid VAT Number
- EU/UK VAT Manager: Reset a Settings Section to Defaults