

## Coaches and Trainers in Belgium

# Invoicing, VAT and Peppol 2026

The complete guide to invoice your sessions and programmes, manage training VAT and be Peppol B2B compliant before the deadline.

## CHAPTER 1

## Invoice your sessions and programmes without stress

An independent coach or trainer must juggle client management, session preparation and invoicing. Here is how to automate the administrative part so you can focus on what matters.

### The most common mistakes

- ✗ **Recreating each invoice from scratch** for each session or module. Without a template, that is 20 to 30 minutes wasted each time.
- ✗ **Confusing training VAT and coaching VAT.** Accredited training is exempt (0%), standard coaching is subject to 21%. A mistake can be costly.
- ✗ **No tracking of deposits** on long programmes. You lose track of what has been invoiced and paid for each client.
- ✗ **No automatic reminders.** Reminding a client about an unpaid invoice feels awkward, so you postpone — and it piles up.

### Best practices

- ✓ **Templates by service type** — individual session, group programme, inter-company training, supervision.
- ✓ **VAT configured by default** according to your accreditation — 0% for accredited training, 21% for non-accredited coaching.
- ✓ **Deposits and balances** — invoice a deposit at contract signing, then the balance at end of programme.
- ✓ **Automatic reminders** — Ledgerly discreetly reminds your clients at D+1, D+15 and D+30 after the due date.

**Practical tip:** Always state the legal reference for the training VAT exemption on your invoice (art. 44 §2, 4° of the Belgian VAT Code). This protects your file in case of a tax audit.

## CHAPTER 2

## VAT and fiscal obligations for coach-trainers

VAT is the trickiest point for a coach or trainer in Belgium. The rules differ depending on whether you are accredited or not. Here is what you need to know.

### Accredited training vs standard coaching

In Belgium, professional training delivered by an accredited body (recognition by the Walloon Region, Flanders, Brussels Formation...) benefits from VAT exemption under art. 44. Non-recognised life or professional coaching is subject to 21% VAT.

**Mandatory mentions on your Belgian invoices:** VAT number, due date, IBAN, legal basis for VAT exemption if applicable (art. 44 §2 4° BTVC), sequential invoice number.

### Managing late payments on long programmes

1

#### D+1 after due date — Friendly reminder

A neutral email to flag that the invoice has become due. For regular clients, most delays are simple oversights.

2

#### D+15 — Formal reminder

Firmer tone, mention of applicable late payment interest. For a coaching programme, consider suspending sessions in case of prolonged non-payment.

3

#### D+30 — Formal notice

Registered letter or email with read receipt. Mention recourse options. For B2B programmes, your contract should include a suspension clause.

### Securing your cash flow

**Mandatory deposit** of 30 to 50% at signing for any programme of more than 3 sessions or EUR 1,000. This seriously commits the client.

**Coaching contract** with payment clause, session schedule and cancellation conditions. Essential for B2B programmes.

## CHAPTER 3

## Peppol B2B 2026 for coaches and trainers

From 1 January 2026 (large companies) and 2027 (all SMEs and freelancers), electronic invoicing via the Peppol network becomes mandatory for all B2B transactions between Belgian VAT-registered entities.

### Concretely, what does this change for you?

If you invoice Belgian VAT-registered companies for coaching or training, you will need to send your invoices via the Peppol network. VAT-exempt training is also concerned if your client is VAT-registered.

**Good news:** if you only invoice individuals (B2C) — life coaching, private clients — the Peppol obligation does not apply.

### What you need to do before 2027

- ✓ **Choose Peppol-compliant software** — it must generate XML UBL 2.1 and connect to the network via an accredited Access Point.
- ✓ **Register on the Peppol network** with your Belgian VAT number as your unique identifier.
- ✓ **Inform your professional clients** that you are moving to Peppol electronic invoicing.
- ✓ **Test at least one invoice** end-to-end before the deadline to ensure everything works.

### VAT summary for coaches and trainers

**Accredited training (art. 44 §2 4°): 0% VAT** — State the legal basis on each invoice. Keep your accreditation certificate.

**Non-accredited coaching: 21% VAT** — Standard rate applicable. Quarterly VAT return for most self-employed.

# Invoice your sessions. In 2 minutes.

Ledgerly is the Belgian invoicing software adapted for coaches and trainers. Sessions, programmes, deposits, training VAT, Peppol B2B — all in one, no accountant needed.

- ✓ 0% training VAT automatically managed
- ✓ Deposits and balances on programmes
- ✓ Automatic and discreet reminders
- ✓ Peppol B2B included and configured for you
- ✓ 30-day free trial, no card required

[ledgerly.be](https://ledgerly.be)