



VALUE ADDED TAX RETURN



Revenue Collection Division

| | | |
|--|----------------------|-------------------------------------|
| T.I.N.: | <input type="text"/> | |
| Name: | <input type="text"/> | Telephone No.: <input type="text"/> |
| Postal Address : | <input type="text"/> | Mobile: <input type="text"/> |
| Business Location : | <input type="text"/> | Email: <input type="text"/> |
| Taxable Activity : | <input type="text"/> | <input type="text"/> |
| This Return covers : Year <input type="text"/> Start Month <input type="text"/> End Month <input type="text"/> | | |

SALES / INCOME

| | | | |
|--|---------------------|----------------------|---|
| 1 Total taxable Supplies made for the period (including V.A.T.) | \$ | <input type="text"/> | 1: Note: If your total sales/income for the period is NIL, you must attach a signed sheet explaining the reasons for this. |
| | <i>less</i> | | |
| 2 Zero rated Supplies included above | \$ | <input type="text"/> | |
| | <i>equals</i> | | |
| 3 Total Supplies subject to VAT | \$ | <input type="text"/> | |
| | <i>divided by 9</i> | | |
| 4 VAT charged by you | \$ | <input type="text"/> | 5: Refer overleaf to panel 1 |
| | <i>add</i> | | |
| 5 VAT output adjustments | \$ | <input type="text"/> | |
| Total Output Tax (enter "Nil" if total output tax is nil) : | | 6 \$ | <input type="text"/> |

PURCHASES / DEDUCTIONS

| | | | |
|---|---|----------------------|--------------------------------------|
| 7 VAT on local supplies | \$ | <input type="text"/> | 9: Refer overleaf to panel 2 |
| | <i>add</i> | | |
| 8 VAT paid to or invoiced by Customs | \$ | <input type="text"/> | |
| | <i>add</i> | | |
| 9 VAT input adjustments | \$ | <input type="text"/> | |
| | <i>equals</i> | | |
| 10 Total VAT charged to You | \$ | <input type="text"/> | 11: Refer overleaf to panel 3 |
| | <i>less</i> | | |
| 11 VAT on Purchases not wholly used in making taxable supplies | \$ | <input type="text"/> | |
| Total Deductions (Input Tax) : | | 12 \$ | <input type="text"/> |
| 13: Line 6 minus Line 12 | Amount to pay / refund due (delete whichever is not applicable) : | 13 \$ | <input type="text"/> |

DECLARATION

I, *Name* declare that this return is true and complete.

| | |
|-------------------------------------|---|
| Signature: <input type="text"/> | Bank Name: <input type="text"/> |
| Designation: <input type="text"/> | Bank Branch: <input type="text"/> |
| Date: <input type="text"/> | Account No. : <input type="text"/> |
| Tax Agent No.: <input type="text"/> | Tax Agent Phone No.: <input type="text"/> |

IT IS A SERIOUS OFFENCE TO MAKE A FALSE VALUE ADDED TAX RETURN

OFFICE USE ONLY

| | | |
|------------|-----------------------------------|---|
| Stamp Here | DATA ENTRY : <input type="text"/> | Amount Received ▶ \$ <input type="text"/> |
| | ASSESSOR : <input type="text"/> | BATCH NO. : <input type="text"/> |
| | CHECKER : <input type="text"/> | RETURN NO. : <input type="text"/> |



COMPLETION OF TAX ADJUSTMENT BOXES

PANEL 1 Section B: Sales/Income

Item 5 - VAT Output Adjustments. Write the total of the following amounts for the period, if any:

- VAT on goods and services taken for private use
- VAT on goods and services appropriated to non-taxable use other than private use
- VAT on barter transactions
- VAT on fringe benefits provided to employees
- VAT on bad debts recovered
- VAT on insurance indemnity payments received
- VAT on assets retained at the time of ceasing to be registered
- VAT on debit notes issued
- VAT on credit notes received
- VAT payable due to a change in accounting basis.

PANEL 2 Section B: Sales/Income

| | |
|--|----|
| Normal taxable supplies | \$ |
| Vat able fixed Assets Sales | \$ |
| Other Abnormal Sales | \$ |
| Total(transfer to item 1 of the return form) | \$ |

PANEL 3 Section C: Purchases/deductions

Item 9 – VAT Input Adjustments. Total of all the following amounts for the period, if any:

- VAT on bad debts written off
- VAT on credit notes issued
- VAT on debit notes received
- VAT refundable due to a change in accounting basis

PANEL 4 Section D: Apportionment of Input Tax (cont'd)

Item 11 – Apportionment of Input Tax. If some of the goods and services supplied to you in the period are not wholly used for the purposes of making taxable supplies, then the portion of the input tax which represents the supplies not subject to VAT over total supplies will not be allowed. The adjustment should be calculated as follows:

Supplies not taxable

Total supplies x Input tax

However, no apportionment of this needs to be made where the value of supplies made by you that are not taxable supplies is not more than:

- (a) 5% of the total value of supplies during the period, or
- (b) \$4,000. whichever is the lesser.

Note : FIRCA may accept another basis of apportioning input tax.