



VALUE ADDED TAX RETURN



Revenue Collection Division

Section A: Taxpayer Details

T.I.N.:												
Name:												
Postal Address :												
Business Location :												
Taxable Activity :												
This Return covers : Year			Start Month			End Month				Telephone No.:		
										Mobile:		
										Email:		

Section B: SALES / INCOME

1	Total Normal Taxable Supplies made for the period (including V.A.T)	\$			1: Note: If your total sales/income for the period is NIL, you must attach a signed sheet explaining the reasons for this.	
		<i>add</i>				
2	Insurance Indemnity Payments Received	\$				
		<i>add</i>				
3	Value of Business Assets sold	\$				
		<i>add</i>				
4	Total of Line 1 to Line 3	\$				
		<i>less</i>				
5	Zero Rated Supplies included in line 1 above	\$				
		<i>equals</i>				
6	Total Supplies subject to VAT	\$				
		<i>multiply by 3/23</i>				
7	VAT charged by you	\$				
		<i>add</i>			8: Refer overleaf to panel 1	
8	VAT output adjustments	\$				
Total Output Tax (enter "Nil" if total output tax is nil) :					9 \$	

Section C: PURCHASES / DEDUCTIONS

10	VAT paid on Local Purchases	\$				
		<i>add</i>				
11	VAT paid to or invoiced by Customs	\$				
		<i>add</i>				
12	VAT on input adjustments	\$			12: Refer overleaf to panel 2	
		<i>equals</i>				
13	Total VAT charged to You	\$				
		<i>less</i>			14: Refer overleaf to panel 3	
14	VAT on Purchases not wholly used in making taxable supplies	\$				
Total Deductions (Input Tax) :					15 \$	
16: Line 9 minus Line 15 Amount to pay / refund due (delete whichever is not applicable) :					16 \$	

Section D DECLARATION

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

Signature:		Bank Name:	
Designation:		Bank Branch:	
Date:		Account No. :	
Tax Agent No.:		Tax Agent Phone No.:	

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

OFFICE USE ONLY	DATA ENTRY :		Amount Received	\$	
Stamp Here	ASSESSOR :		BATCH NO. :		
	CHECKER :		RETURN NO. :		



COMPLETION OF TAX ADJUSTMENT BOXES

PANEL 1 Sales/Income

Item 8 - 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 Purchases/Deductions

Item 12 – 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 3 Apportionment of Input Tax

Item 14 – 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 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 : FRCA may accept another basis of apportioning input tax.