



**TAX CALCULATIONS**

<b>See note 3</b>	<b>10.</b> Deductible input VAT		
<b>See notes 4 &amp; 5</b>	<b>11.</b> Net VAT payable/refundable (5-10)		
<b>See note 4</b>	<b>12.</b> Amount of VAT refundable (complete if 11 above is negative)		
<b>See notes 5 &amp; 6</b>	<b>13.</b> Amount of VAT payable (Complete if 11 above is positive)		

**CLAIM FOR VAT REFUND**

(Please tick inside the box if you are claiming the VAT refund)

I claim VAT refund for the tax period/quarter: \_\_\_\_\_

**DECLARATION**

I declare that the information on this return is true and correct in every respect. I understand that false information can result into prosecution and imposition of penalties. **(See note 7)**

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Status: \_\_\_\_\_

Date	D	D	M	M	2	0	Y	Y	Contact Number:
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**NOTES:****1. SUPPLIES OF GOODS AND SERVICES (OUTPUTS)**

If this return is in respect of more than one branch, show the total sales here and attach schedule showing the total sales of each branch. You must include, as part of the total sales, the value of goods taken from the business for your own, or your family's private use or other non-business use.

**ZERO RATED SALES:**

Enter separately amounts of zero rated sales coming from local sales (i.e. zero rated goods as stipulated in the Fourth Schedule of the Value Added Tax Act No. 9 of 2001 ) and export sales

**EXEMPT SALES:**

Enter the total sales of exempt goods or services.

**RATE OF VALUE ADDED TAX:**

To calculate the amount of VAT if the amount is inclusive of VAT, you should use the following formula:

$$\text{VAT Rate}/(100 + \text{VAT Rate}) \times \text{Taxable Sales}$$

If for example, the rate of VAT is 15% then you should multiply the taxable sales by 15 and divide by 115 to calculate the VAT amount. Thus: ***VAT = Taxable Sales x 15/115***

**2. PURCHASES AND EXPENSES (INPUTS)**

You may claim a deduction for VAT paid on goods and services supplied by another vendor where the goods were acquired for your taxable supplies.

**IMPORTED GOODS AND SERVICES**

If you have obtained an approval for import VAT credit, you may be requested to send in copies of SAD500, invoices and border post receipts of VAT charged to support your claim. Kindly note that the value of all imported goods is the CIF for Customs purposes.

**PURCHASES:**

The valid VAT Invoices for both local purchases and imported goods and services should have the following details:

- The date of issue
- The trading name, address, place of business, and VAT registration number of the vendor making the supply
- Your name, address, place of business and VAT registration number
- Details (including quantity or volume) of the goods or services supplied, and
- The amount charged for the supply together with the amount of tax paid.

**3. DEDUCTIBLE INPUT VAT**

You should show here the total value of VAT (which includes VAT from both local purchases and imports) that qualifies for input VAT credit. Note that VAT paid on exempt sales/supplies should NOT be included here.

**4. VAT REFUNDABLE**

This is VAT refundable by the LRA i.e. where Output VAT – Input VAT gives a negative amount. This is also subject to verification by LRA auditors. This credit will be refunded, if you do not have other liabilities at the end of each calendar quarter/month. If these excess credits are a regular feature of your business, you may apply in writing for an immediate refund. For other vendors, a refund can be claimed at the end of every quarter.

**5. VAT PAYABLE**

This is VAT that is payable to the LRA i.e. where Output VAT – Input VAT gives a positive amount. This is subject to verification by the LRA Auditors. You will be notified in due course if there is any additional amount of VAT due for this period.

**6. AMOUNT OF VAT PAYABLE**

The amount of VAT payment due on this return.

**7. DECLARATION**

Status refers to the current position of the declarant, for example, Nominated person, Director, Owner etc. Please note that the declaration is legally binding to the Taxpayer even if such a person did not personally sign the form.