



**CUSTOMS AND EXCISE DEPARTMENT
VALUE ADDED TAX RETURN**

VAT 101 (01/11)

Return Completed Form to: Value Added Tax Division
Weymouth Corporate Centre
Roebuck Street
St. Michael
Tel: 467-1100 Fax: 436-8248

Please refer to the booklet "COMPLETING THE VAT RETURN" and to the instructions printed overleaf for assistance in completing this form
Please Print or Type Name and Address of Registrant in the space below

VAT Registration Number	1
Period Number	2

Return Period Starts:	Return Period Ends:	Registrant's Telephone Number	This return and payment is due by:
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OUTPUT TAX		Consideration for Total Supplies made including VAT (Line 3 should be equal to the total of Line 4, 5, 6)	
Value Added Tax on Taxable supplies made by you e.g. sales/income	Zero rated and Exempt supplies	\$	3
	Supplies of guest accommodation	\$	4
	Standard rated supplies	\$	5
	VAT on supplies of guest accommodation (Re: Line 5)	\$	6
Enter totals from your VAT Summary Statement. Complete all lines - write NIL where necessary	VAT on Standard rated supplies (Re: Line 6)	\$	7
	VAT on Insurance Indemnity Payments	\$	8
	VAT on special transactions	\$	9
		Total Output Tax (7 + 8 + 9 + 10) =	A \$
INPUT TAX CREDITS			
Value Added Tax on Taxable supplies received by you e.g. purchases/expenses	VAT in respect of goods and services acquired locally, solely for making taxable supplies	\$	11
	VAT paid to Comptroller on goods imported solely for the purposes of making taxable supplies	\$	12
	Allowable portion of VAT incurred on goods and services used for making taxable and exempt supplies	\$	13
Enter totals from your VAT Summary Statement. Complete all lines - write NIL where necessary	VAT adjustments per Credit Notes issued this taxable period	\$	14
	VAT withheld from insurance indemnity Payments for which you have a receipt	\$	15
	Other elements of Input Tax Credits	\$	16
		Total Input Tax (11 + 12 + 13 + 14 + 15 + 16) =	B \$
VAT on major Capital acquisitions included in line 11 and 12 above. Please attach copies of Tax Invoices/ C63 Forms.	\$	17	
State Primary Taxable Business Activity		18	
		VAT PAYABLE	
		Total A exceeds Total B	19 \$
		VAT REFUNDABLE	
		Total B exceeds Total A	20 \$

DECLARATION

First Name	Surname	certify that the information given, on this	
return and any attachment, is true and correct.		Year	Month Day
Signature	Title (Indicate whether proprietor, director, manager, secretary, office holder in club or association, duly authorised person)		

INSTRUCTIONS

For detailed instructions on preparing your VAT Return please refer to the Booklet "Guide to Completing the VAT Return (VAT 101)". The figures you put on Line 3 to 16 and 19 to 20 should correspond to the figures on your VAT Summary Statement. A sample of a completed VAT Summary Statement is provided in Chapter 7 of The Guide.

OUTPUT TAX – LINES 3-10

- Line 3 The total amount, including VAT, (known as the consideration) that you charged your customers for your goods and services in the taxable period must be inserted on this line. The total should correspond to the sum of the figures shown in Lines 4, 5 and 6.
- Line 4 You should put on this line the total amount that you charged for all the zero-rated and exempt supplies made by you during the taxable period. Remember if you have made exports you should retain the documentation from the Customs and Excise Department certifying that the goods were exported. **Note:** If you have been authorised by the BTA, to provide complimentary guest accommodation include these zero rated supplies on Line 4.
- Line 5 This line should only be used by hotels, guest-houses and similar establishments to report the total consideration **including VAT** on accommodation supplied by them for the taxable period. **Note:** Do not include zero-rated supplies of complimentary rooms approved by the BTA on Line 5. (See Line 4).
- Line 6 You should put the total consideration **including VAT** for all the normal standard rated supplies made by you e.g. sale of grocery and hardware items, clothes and the provision of plumbing, advertising and printing services, etc.
- Line 7 If you operate a hotel, guest-house or similar establishment put on this Line the VAT payable in respect of the sleeping accommodation you have supplied to visitors for the taxable period.
- Line 8 You should put the VAT payable on the standard rated supplies made by you for the taxable period on this Line
- Line 9 Line 9 should only be used when you have received an indemnity payment from an insurance company during the taxable period. You should put the VAT payable on the deemed taxable supply that arose as a result of the indemnity payment made by the insurance company to you. (Please refer to Notes 9 and 13 to the VAT Summary Statement in Chapter 7 for further details on indemnity payments).
- Line 10 There are several special transactions and adjustments that may arise under the VAT Act. Only the Output Tax on those transactions should be reported here. You should keep full details of the computation of the Output Tax shown in Line 10. Output Tax to be reported here includes: Output Tax on Bad Debts recovered, Output Tax on Credit Notes received, Output Tax on Debit Notes issued, Output Tax on the deemed taxable supply arising on cessation of registration, Output Tax on the deemed taxable supply that arises on the sale of a taxable activity as a going concern, Output Tax, if any, that arises on the seizure of your property to satisfy debts due by you, Output Tax that arises as a result of the deemed taxable supply of a building on which input tax was allowed, Output Tax on goods and services supplied as prizes, Output Tax on gifts of goods and services given to customers where the value of the gift exceeds \$20.00, Output Tax on other unusual transactions.

LINE A You should add the totals shown in Line 7, 8, 9 and 10 and insert this figure in Line A. This is a declaration of the total output tax payable for the taxable period.

INPUT TAX CREDITS – LINES 11 TO 16

You are allowed to claim in this section:

- all the allowable input tax for the taxable period i.e. the VAT paid on goods and services acquired by you for the purpose of making taxable supplies
- the VAT on all 'receipts' issued by insurance companies under section 28 of the VAT Act in respect of indemnity payments during the taxable period
- the VAT shown on all credit notes issued by you in accordance with section 52 of the Act during the taxable period
- VAT on baddebts which meet certain special criteria (see section 53 of the Act).

You must however, retain your Tax Invoices, Credit Notes, 'Indemnity Receipts' and other documents to support your claims for all input tax credits. Failure to do so may result in your claim being disallowed in the event of an audit.

The figure you put here should be equal to the total VAT shown on **tax invoices and debit notes** issued to you for goods and services (including goods of a capital nature) acquired by you for the sole purpose of making taxable supplies. Examples of goods that would qualify are goods purchased for resale and furniture for use in the business. The tax invoices and debit notes must have been **issued to you during the taxable period i.e. they must bear a date which is within the period of the return.**

The figure you put here should be equal to the VAT **paid** by you during the taxable period on goods (including goods of a capital nature) imported by you solely for the purpose of making taxable supplies. You must retain the receipts issued to you by the Customs and Excise Department to support your claims of VAT paid during the taxable period.

Line This line should be used by persons making both taxable and exempt supplies if some of the input tax paid cannot be identified as being incurred either solely for the purpose of making taxable supplies or solely for the purposes of making exempt supplies. The apportionment formula to be used to compute the allowable input tax is shown in the Guide.

Line 14 The reduction in VAT shown on Credit Notes issued by you is deductible and should be inserted here.

Line 15 The total VAT shown on the special 'receipts' issued by insurance companies in respect of indemnity payments are deductible and must be shown here. The 'receipts' must be retained to support your claim in the event of an audit.

Line 16 Other elements of allowable input tax that may arise under the VAT Act are to be reported here. These include:
VAT on Bad Debts written off, VAT on stock-in-trade for person registered after January 1, 1997 where it is supported by a certificate of an accountant qualified to be a company auditor under the Companies Act, VAT on trade samples, gifts to customers, goods and services supplied as prizes.

LINE B You should add the totals shown in line 11, 12, 13, 14, 15, and 16 and insert this figure in Line B. This is a declaration of the total input tax incurred for the taxable period.

Line 17 Where the amounts claimed in line 11 and 12 includes major capital acquisitions, you should include the total of the VAT incurred in Line 17 and submit copies of the tax invoices and Customs entries (C63) for these purchases.
You should put the major taxable activity carried on for the period in Line 18.

COMPUTING THE NET VAT LIABILITY

You must subtract the total of **Line B** from the total in **Line A** to compute your net VAT Liability.

Line 19 If the total in Line A is greater than Line B you should place the difference in Line 19. This is the amount of VAT you must pay to the VAT Division.

Line 20 If the total in Line B is greater than Line A you should place the difference in Line 20. This is the amount that you will claim as a refund from the VAT Division.

DECLARATION

The declaration should be completed by an authorised person who should insert his name and surname in the DECLARATION Box. His signature, the date that he signed the return and the position he holds in the organisation must also be inserted in the Declaration Box before forwarding the form to the VAT office.