

VALUE ADDED TAX REMITTANCE FORM VAT 12

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

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.

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

If you have obtained an approval for import VAT credit, kindly ensure that you pay VAT due on your deferment account on or before the due date of this return.

LOCAL PURCHASES

- * The date of issue
- * The trading name, address, place of business, and Value Added Tax registration number of the vendor making the supply
- * Your name, address, place of business and value added tax 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, imports and imported services) quality for input VAT credit.

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 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 he/she did not personally sign the form

1 Where the amount charged includes VAT, there should be a note that VAT is included and the rate at which it was charged.