MINSTRY OF FINANCE - VAT DEPARTMENT VAT RETURN WORKSHEET -- CASH ACCOUNITNG



PERIOD: January 1 to March 31 2015

SUMMARY OF PAYMENTS MADE TO VAT REGISTRANTS

NOTE:

- i. Please list all payments for purchases or supplies from other VAT registrants during the tax period.
- ii. Do not record any transaction for which a payment was not made.
- iii. Do not record payments made to businesses that are not VAT registrants.
- iii. Use this form to compile all expenses to VAT registrants including capital purchases such as furniture, computer, machinery and office equipment.

Date		Description (or Supplier Name)	Paymer			
	Invoice No.		TIN No.	Amount \$\$	VAT (7.5%)	Total
						\$0.00
						\$0.00
						\$0.00
						\$0.00
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						\$0.00
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						\$0.00			
						\$0.00			
<=== Place the cursor here to insert additional rows. Rows will be inserted above. See instructions below.									
		T - 4 - 1		¢0.00	ć0.00	¢0.00			

Total \$0.00 \$0.00 \$0.00 Where to place on VAT return form ==>> L18 L19

(IF YOU HAVE CAPITAL PURCHASES YOU MAY USE A BREAK OUT FURTHER)

<-- [L18] Operating Inputs (Optional)

<-- [L17] Capital Inputs (Optional)

How to insert rows.

1. Place the cursor directly over the cell number.

- 2. <u>Click</u> on the cell number with the right mouse button (right click).
- 3. A drop down menu will appear.
- 4. Click (select) on the "Insert" option from the menu. The row will be inserted.

Double check: If you inserted rows, please check to make sure that your totals are summing up all rows.