



Instructions to **FILING** **YOUR VAT RETURN**



GOVERNMENT OF SAINT LUCIA
INLAND REVENUE DEPARTMENT
VALUE ADDED TAX (VAT)

COMPLETING YOUR RETURN (VAT Form 003)

Computation of Output Tax

(This section allows for reporting the VAT charged for the period)

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| 100. Standard Rated Sales | Enter the total value of goods and services inclusive of VAT that you charged your customers |
| 105. Goods and Services (sales) Provided by a Hotel | Enter the total value of goods and services provided inclusive of VAT |
| 110. Zero Rated Sales | Enter the total value of sales subject to the zero rate. Remember if you made exports you should retain the documentation from the Customs and Excise Department certifying that the goods were exported. A list of the goods subject to the zero rate is shown in the First Schedule in the VAT Act. |
| 115. Exempt Sales | Enter the total amount of sales that are exempt from VAT. A list of goods that are exempt from VAT is shown in the Second Schedule in the VAT Act. |
| 120 Total Sales | Add all the amounts entered in Boxes 100 to 115 and enter the total in Box 120. |
| 125. VAT payable on Standard rated Sales | Enter the total VAT collected on standard rated goods and services (use the tax fraction $15/115$ x Box 100 to arrive at the figure) in Box 125. |

- 130. VAT payable on Goods And Services provided by Hotels (sales)** Enter the total VAT collected on Goods and Services provided (using the fraction $8/108 \times$ Box 105 to arrive at the figure) in Box 130.
- 135. VAT Adjustment** If you have issued a debit note to a registered taxpayer to collect additional VAT, or have been issued a credit note from a registered taxpayer to repay VAT overpaid, or recovered a Bad debt, enter the amounts of the VAT only from the debit note(s), credit note(s) and bad debts in Box 135.
- 140. Total Output Tax** Add the amounts entered in Boxes 125, 130 and 135 to calculate the total for this box.

Note your output tax due on the following:

- Supplies to your staff
- Sales of business assets on which input VAT was allowed
- Gift of goods to related parties, approved charities
- Hire or Loan of goods to someone else
- The full value of goods sold in exchange for other goods or services
- Goods which you or your family have taken out of the business
- Commission received, but not financial or insurance commissions which are exempt.
- Any other taxable business income (including royalties or fees).
- Consideration and charges made on intercompany transactions.

Remember:

- You cannot zero rate exports unless you hold satisfactory proof of export.

Computation of Input Tax

(This section allows for reporting the VAT paid/payable for the period)

Box 200	Value of Taxable Imports	Enter the value of all imports cleared (excluding VAT).
Box 205	Value of Domestic Purchases	Enter the value of local purchases made from other registered taxpayers for which you received a tax invoice or sales receipt for this period at 15%. Amount should be VAT exclusive.
Box 210	Value of Domestic Purchases	Enter the value of local purchase made from other registered taxpayers for which you received a tax invoice or sales receipt for this period at 8%. Amount should be VAT exclusive.
Box 215	VAT paid on Imports	Enter the amount of VAT paid to the Comptroller of Customs for all imports (Can be obtained on your Customs Declaration)
Box 220	VAT paid or payable on domestic purchases	Enter the total amount of VAT paid or payable to other registered taxpayers for which you received a tax invoice or a sales receipt at 15%, whether or not you have actually paid the amount on the invoice. Only include VAT that is allowable as input tax credit under the VAT Act.
Box 225	VAT paid or payable on domestic purchases	Enter the total amount of VAT paid or payable to other registered taxpayers for which you received a tax invoice or a sales receipt at 8%, whether or not you have actually paid the amount on the invoice. Only include VAT that is allowable as input tax credit under the VAT Act.

Box 230	VAT Adjustments	If you have received a debit note from a registered taxpayer for VAT short paid, or have issued a credit note to a registered taxpayer for VAT overpaid, or recognize a bad debt, enter the amount of the VAT only in Box 230.
Box 235	Credit from a previous period	Enter any credit from a previous tax period.
Box 240	Total Input Tax	Add the amounts entered in Boxes 215 to 235 to calculate the total for this box.

Computation of Tax Payable or Excess Input Tax

This section allows you to calculate your VAT payable for the period, and also allows you to compute any credit that can be carried forward to the next period.

Box 300	Tax payable	If the amount shown in Box 140 is greater than the amount shown in Box 240 enter the difference between the two amounts in Box 300 . This is the tax payable for the period before calculating any penalties and interest applicable if paying after the due date.
Box 305	Penalty Due	If filing after the due date the penalty for late filing (late Payment) is two hundred and fifty dollars (\$250.00) per month or part of the month for the period during penalty which the return remains unfiled and 10% of the amount of tax payable. (eg. If a return is due on the of November and you file the return on the of November you will pay EC\$250.00 as you two days late).

Box 310	Interest Payable	If filing after the due date, interest is charged at 1.25% per month or part of a month for the period during which it remains unpaid. Interest is calculated on the figure in Box 300.
Box 315	Total Due	Add amounts from Boxes 300, 305 and 310 and enter the total in Box 315.
Box 320	Amount paid on Filing	Enter the amount that you are paying when submitting your VAT Return in Box 320.
Box 325	Excess Input Tax for the Period	If the amount in Box 240 is greater than the amount in Box 140, then enter the difference in Box 325. This is your credit for the period.

You are now ready to complete the DECLARATION at the bottom of the VAT Return Form with your name, signature, and position in the company, and the date you file your return.

POINTS TO REMEMBER

You cannot claim VAT on items such as

- Business entertainment
- Purchases for non-business activities
- Motor vehicles for Private Use
- Subscriptions to a club, association or society of a sporting, social or recreational nature

REMEMBER

- To claim VAT on all major capital acquisitions and acquisitions of goods during the month;
- To include any VAT you are claiming on a bad debt expense;
- To include VAT on any VAT on credit notes received or debit notes issued by you as output VAT;
- Exclude any amounts paid on assessments;
- To include VAT on credit notes issued or debit notes received as input VAT:
- To include the range of tax invoices used for the tax period in which you are doing the return. These invoices should reflect the information that you have included on the VAT return;
- To complete all boxes in the “**Declaration**” section.

- **It is a serious offence to submit a false claim. A person who submits a false claim or makes a statement which is “misleading in a material particular; and the tax properly payable by the person exceeds the tax that would be payable if the person were assessed on the basis that the statement is true is liable on summary conviction to a fine not exceeding one hundred thousand dollars (\$100,000.00) or to imprisonment for a term not exceeding four years”.**