



**VALUE ADDED TAX REMITTANCE  
FORM VAT 12**

VAT 12

**NOTES**

1.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 zero rated goods e.g. maize, maize meal, samp, beans, agricultural inputs, paraffin, full cream milk, baby powdered milk, brown and white bread, peas, animal feeds, lentils, sorghum meal, unmalted sorghum grain, wheat grain and bread flour.

**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:

$$\frac{\text{VAT Rate}}{\text{VAT RATE} + 100} \times \text{Taxable Sales}$$

If for example, the rate of VAT is 14% then you should multiply the taxable sales by 14 and divide by 114 to calculate the VAT amount.

**2.VALUE OF IMPORTS AND LOCAL PURCHASES**

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

**IMPORTED GOODS**

You may claim a credit for import VAT in your return and you are requested to attach a brief schedule, showing your imports.

The value and VAT from imported goods include direct imported goods (goods purchased zero rated from VAT in the supplying country) and VAT from indirect imported goods (goods purchased inclusive of South African VAT).

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.

**LOCAL PURCHASES**

All claims for a credit must be supported by a value added tax invoice. The invoice must have words "Value Added Tax Invoice" written in a prominent place and invoice number. It must also show:-

- 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.You should show here the total value, exclusive of VAT of local purchases and inputs which qualify for an input credit.

**4.VAT PAYABLE**

This is subject to checking by the LRA Auditors. You will be told later if there is an additional amount of VAT due for this period.

**5.VAT REFUNDABLE**

This credit will be refunded, if you have other liabilities at the end of each calendar quarter. If these excess credits are a regular feature of your business, you may apply in writing for an immediate refund.

**6.AMOUNT PAID**

The amount of VAT payment you are making on this return.

**7. DECLARATION**

The declaration is legally binding to the Taxpayer even if he/she did not personally sign the form

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