



Local Authority or other body's details

Type of body

- Local Authority or similar body
 Academy school
 Charity
 Non-departmental bodies or similar bodies

Do you know your customer reference number?

- Yes
 No

Customer reference number

XWV126000100606

Name

Kingston Parish Council

UK address

Line 1

Kingston Community Pavilion

Line 2

St Pancras Green, Church Lane

Line 3 (optional)

Kingston, East Sussex

Postcode

BN7 3LN

Telephone number

07428647069

Period of claim

From

To

Is this your first claim?

- Yes
 No

Have you changed your bank details?

- Yes
 No

Invoice details

You must list the invoices on which you are claiming a refund in the Invoice details section.

Do you have more than 20 invoices?

- Yes
 No

For each invoice please provide details of the following on a separate sheet of paper:

- date of invoice
- supplier's VAT Registration Number
- brief description of supply
- to whom addressed
- VAT paid

Declaration

Amount of refund

£

The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002). (Tick if appropriate)

I am a non-departmental body or similar body and I am claiming a refund of the amount shown above which is the VAT incurred on the purchase of services listed in the existing Treasury Direction bought for my non-business activities. (Tick if appropriate)

I am claiming a refund of the amount shown above which is the VAT charged on goods and services bought for non-business activities.

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

When you have printed the form, please sign and date it in the appropriate boxes.

Signature

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Date

DD MM YYYY

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What to do now

Please send the completed form along with any attachments to:

HM Revenue and Customs
Corporate Treasury
DMB 613
West Yorkshire
BX5 5AB