



Key: Red = VAT amount
Black = "net" value

Working out how much VAT is due

Box 1 Output Tax	<ul style="list-style-type: none"> VAT charged on sales income/invoices at the reduced rate (5%) or standard rate (20%), less any VAT refunded on sales credits notes VAT due on miscellaneous transactions, canteen, vending machines and asset disposals VAT due on fuel scale charges “Calculated” UK VAT due on “Reverse Charge” on imported services
Box 2 Acquisition Tax	<ul style="list-style-type: none"> “Calculated” UK VAT due on VAT free purchase of <u>goods</u> from other Member States, i.e. 20% x Box 9 figure
Box 3 Total Output Tax	<ul style="list-style-type: none"> The sum of (Box 1 + Box 2)
Box 4 Input Tax	<ul style="list-style-type: none"> VAT to reclaim on purchases and other allowable expenditure “Reverse Charge” to reclaim on imported services (i.e. contra of adj in Box 1 figure) “Acquisition Tax” to reclaim on goods from other Member States (i.e. contra Box 2 figure) VAT to claim back on Bad Debts VAT to reclaim on Imports of goods from outside the EU (as per monthly C79 certificate issued by HMRC)
Box 5 Net VAT Payable/Repayable	<ul style="list-style-type: none"> The sum of (Box 3 – Box 4)

The “Statistical” Bit

Box 6 Total Sales	<ul style="list-style-type: none"> Total (excluding VAT) of all sales income/invoices, less any sales credit notes (irrespective of VAT treatment) VAT exclusive value of miscellaneous sales/income “Net” value of fuel scale charges “Net “ value of imported services on which a Reverse Charge is due in Box 1
Box 7 Total Purchases	<ul style="list-style-type: none"> Total (excluding VAT) of all business expenditure, other than items which are non vatable such as wages and tax payments
Box 8 Total EU Sales	<ul style="list-style-type: none"> “Net” value of <u>goods</u> sold to other EU Member States on a VAT free basis
Box 9 Total EU Purchases	<ul style="list-style-type: none"> “Net” value of <u>goods</u> bought from other EU Member States on a VAT free basis.