



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

XZV126000109670

Name

Broadclyst Parish Council

UK address

Line 1

19 New Buildings

Line 2

Broadclyst

Line 3 (optional)

Exeter

Postcode

EX5 3EX

Telephone number

01392 360269

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

Date

DD MM YYYY

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