



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

Name

Hurstpierpoint & Sayers Common Parish Council

UK address

Line 1

Village Centre

Line 2

Trinity Road

Line 3 (optional)

Hurstpierpoint, West Sussex

Postcode

BN6 9UY

Telephone number

01273 833264

Period of claim

From

01 01 2024

To

31 03 2024

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, preferably an Excel spreadsheet.

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

Declaration

Amount of refund

£

☐ For local authorities or similar bodies: The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under section 7 of Notice 749. (Tick if appropriate)

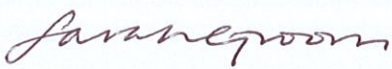
☐ I am a non-departmental body or similar body and I am claiming a refund of the amount shown above which is the VAT incurred on the purchase of services listed in the existing Treasury Direction bought for my non-business activities. (Tick if appropriate)

☐ 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. You are signing this form to say you have completed it accurately to the best of your knowledge.

Signature



Date

DD MM YYYY

12 04 2024

What to do now

Please send the completed form along with any attachments to:

HMRC Payments VAT 126
HM Revenue and Customs
BX9 1JZ

Submit to HMRC On VAT Archive Completion

Date 11/04/2024

H&SC PC Current Year

Page 1

Time 15:37

End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
03/12/2023	313483672	Q4 Copier Leasing	H&SC PC	39.00
19/12/2023	553769603	Electric Streetlights Nov 23	H&SC PC	19.26
19/12/2023	553769603	Electric Streetlights Nov 23	H&SC PC	11.80
28/12/2023	982 2296 94	Bin Collections Dec 2023	H&SC PC	96.00
28/12/2023	245 7193 48	Phone and Broadband Dec 2023	H&SC PC	26.65
29/12/2023	143268909	MS Licences Dec 2023	H&SC PC	33.78
29/12/2023	838 5831 90	Caretaking Dec 2023	H&SC PC	123.69
31/12/2023	738 3362 20	Grounds Mt Dec 2023	H&SC PC	61.79
31/12/2023	730 2213 90	Grounds Maintenance Jul-Dec 23	H&SC PC	894.94
01/01/2024	629280722	Van Lease Rental January 2024	H&SC PC	48.98
03/01/2024	210915108	Waste Collection	H&SC PC	13.31
05/01/2024	553769603	Electricity Chapel Dec 23	H&SC PC	1.74
09/01/2024	251582019	Heat Detector Replacement	H&SC PC	50.00
09/01/2024	545481727	Barkston Plastics Ltd	H&SC PC	16.04
10/01/2024	899 7279 28	Finance Training Street/Froud	H&SC PC	18.00
10/01/2024	553769603	Electricity Dec 2023	H&SC PC	295.14
12/01/2024	190 8407 53	Oaks Posts and Rails	H&SC PC	65.40
13/01/2024	424183709	Kiddie Capers Kitchen Repairs	H&SC PC	123.00
16/01/2024	871433328	Hurst Life Article Feb 2024	H&SC PC	81.00
18/01/2024	102 3549 12	Folding Saw/Black Tape	H&SC PC	9.00
23/01/2024	297007976	New Cameras/Cloud Storage	H&SC PC	519.00
23/01/2024	156210732	Copier Printing Q4	H&SC PC	32.71
25/01/2024	297007976	Replace Smoke Detector	H&SC PC	35.00
28/01/2024	245 7193 48	Phone and Broadband Jan 2024	H&SC PC	26.59
29/01/2024	779451089	Hire of De-Humidifiers	H&SC PC	22.00
29/01/2024	838 5831 90	Caretaking Jan 2024	H&SC PC	123.69
29/01/2024	424183709	Lighting Repairs After Flood	H&SC PC	64.00
31/01/2024	738 3362 20	Grounds Mt Contract Jan 24	H&SC PC	61.79
31/01/2024	251582019	Replace Smoke Detector	H&SC PC	26.00
31/01/2024	155840010	Alarm Response	H&SC PC	9.00
31/01/2024	143268909	MS Licences Jan 2024	H&SC PC	33.78
31/01/2024	143268909	Teams Room, VOIP, WiFi, RBS	H&SC PC	100.27
01/02/2024	424183709	Electric Installation Reports	H&SC PC	220.00
01/02/2024	629280722	Van Lease Feb 2024	H&SC PC	48.98
02/02/2024	102 3549 12	Blade	H&SC PC	2.98
04/02/2024	982 2296 94	Litter and Dog Bin Emptying	H&SC PC	120.00
05/02/2024	899 7279 28	New Cllr Training BF	H&SC PC	9.00
05/02/2024	191 6955 26	Parking Discs x 2000	H&SC PC	266.67

Submit to HMRC On VAT Archive Completion

Date 11/04/2024

H&SC PC Current Year

Page 2

Time 15:37

End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
05/02/2024	210915108	Waste Collection Jan 2024	H&SC PC	8.16
07/02/2024	271820020	Window Cleaning Feb 2024	H&SC PC	15.00
13/02/2024	553769603	Electric Street Lights Dec 23	H&SC PC	19.91
13/02/2024	553769603	Electric Street Lights Dec 23	H&SC PC	12.20
14/02/2024	871433328	Hurst Life March 2024	H&SC PC	81.00
15/02/2024	907368801	Christmas Lights 23/24	H&SC PC	300.00
19/02/2024	553769603	Electricity Chapel Jan 24	H&SC PC	1.90
19/02/2024	553769603	Electric Street Lights Jan 24	H&SC PC	19.91
19/02/2024	553769603	Electric Street Lights Jan 24	H&SC PC	12.20
20/02/2024	191 7400 66	Replacement Village Sign	H&SC PC	64.04
20/02/2024	191 6955 26	Annual Dog Bin Collections	H&SC PC	803.09
21/02/2024	738 3362 20	Tree Equip for S Ave	H&SC PC	315.90
27/02/2024	325862938	Stihl Brushcutter	H&SC PC	89.83
28/02/2024	838 5831 90	Caretaking February 2024	H&SC PC	123.69
28/02/2024	245 7193 48	Phone and Broadband Feb 24	H&SC PC	26.73
29/02/2024	982 2296 94	Litter and Dog Bin Collections	H&SC PC	96.00
29/02/2024	738 3362 20	Grounds Mt Feb 2024	H&SC PC	61.79
29/02/2024	143268909	MS Licences February 2024	H&SC PC	33.78
29/02/2024	998 1807 57	Reg 19 Consultancy	H&SC PC	496.00
29/02/2024	190156570	Paint	H&SC PC	5.11
01/03/2024	144497687	Domain Names	H&SC PC	16.20
01/03/2024	629280722	Van Lease March 2024	H&SC PC	48.98
05/03/2024	210915108	Refuse Collection Feb 24	H&SC PC	9.03
12/03/2024	757 9964 51	8000 Dog Bags	H&SC PC	25.61
14/03/2024	553769603	Electricity Chapel Jan/Feb 24	H&SC PC	1.79
14/03/2024	553769603	Electricity Pitt Ln Aug-Feb 24	H&SC PC	18.37
14/03/2024	553769603	Electricity Trty Rd Aug-Feb 24	H&SC PC	7.97
25/03/2024	382894546	StreetLight Repair Albourne Rd	H&SC PC	39.63
27/03/2024	193 6044 55	Payroll Services Oct-Mar 24	H&SC PC	44.52
27/03/2024	982 2296 94	Waste Collection Mar 2024	H&SC PC	96.00
28/03/2024	838 5831 90	Caretaking March 2024	H&SC PC	123.69
28/03/2024	738 3362 20	Village Garden Edging	H&SC PC	64.00
28/03/2024	738 3362 20	Gnds Mt March 2024	H&SC PC	61.79
28/03/2024	738 3362 20	Replanting Village Garden	H&SC PC	31.60
28/03/2024	143268909	MS Licences March 2024	H&SC PC	44.40
28/03/2024	143268909	4 Dell Headsets	H&SC PC	137.31
Total VAT Detail from Cashbook				7,107.11

Submit to HMRC On VAT Archive Completion

Date 11/04/2024

H&SC PC Current Year

Page 3

Time 15:37

End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
-----------------	----------------------	-----------------------	-------------------	----------

I SARAH GROOM
(Full name in BLOCK LETTERS)

am claiming a refund of seven thousand, one hundred and seven pounds and 11 pence
(Pounds in words pence in figures)

£ 7,107.11

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

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.

Signature Sarah Groom Date 12/4/24
(Designated responsible officer)

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.