



# VALUE ADDED TAX RETURNS FORM

002:

Period Covered	M	M	Y	Y	Y	Y	Beginning	D	D	M	M	Y	Y	Y	Y	Ending	D	D	M	M	Y	Y	Y	Y
Taxpayer's Name														TIN										
Taxpayer's Address														Doc No										
														Tel. No										
Email Address:														Taxpayer's Website										

Line No	This form shall include the transactions of all the branches and supported with an attribution schedule.	Currency of Transaction
5	Total No of Branches	
<b>A - TRANSACTION SUMMARY</b>		<b>Amount</b>
10	Total Value of Supplies for the Month (Exclusive of VAT)	
15	<i>Less</i> : Value of VAT-Exempt Goods & Services (Included in Line 10)	
20	Value of Zero Rated Goods & Services (Included in line 10)	
25	Total Adjustment (Line 15 + Line 20)	
30	Total Taxable Supplies (Line 10 - Line 25)	
35	<b>Add</b> : Value of Taxable Supplies for Previous Months Now Received	
40	<b>Less</b> : Value of Taxable Supplies Not Received In the Month	
45	<b>Taxable Receipts (Line 30 + Line 35 - Line 40)</b>	
<b>B - OUTPUT TAX:</b>		
50	<b>TOTAL Output Tax Chargeable (Line 45 @ 7.5%)</b>	
55	<i>Less</i> : Output Tax Withheld by Clients	
60	<b>Net Output Tax (Line 50 - Line 55)</b>	
<b>C- INPUT TAX CLAIMABLE</b>		
65	Total Input Tax Paid on Domestic Purchases in the month	
70	Total Input Tax Paid on Imported Goods in the month	
75	Total Input Tax Paid in the month (Line 65 + Line 70)	
80	<i>Add</i> : Input Tax Brought Forward (from Previous Month)	
85	Total Input Tax Available (Line 75 + Line 80)	
90	<i>Less</i> : Input Tax not wholly used in making Taxable Supplies	
95	<b>Net Input Tax Claimable (Line 85 - Line 90)</b>	
<b>D - VAT PAYABLE</b>		
100	Net Output Tax (Line 60)	
105	<i>Less</i> : Input Tax Claimable (Line 95)	
110	<b>Tax Payable (Excess of Output Tax over Input Tax)</b>	
115	Input Tax Carried Forward (Excess of Input Tax over Output Tax)	

**Note: LATE FILING & PAYMENT SHALL BE PENALISED**

**This form shall include: 1. Schedule of transaction upon which input VAT is computed; 2. Schedule of VATable Supplies; 3. Schedule of Zero rated and exempted goods and services; 4. Schedule of Tax withheld at source.**

**DECLARATION:** I declare that the particulars in this return and the accompanying Schedules (input, output and other adjustments) are correct and complete in accordance with the provisions of Value Added Tax CAP V 1 LFN, 2004 (as amended).

FULL NAME:	DESIGNATION:
SIGNATURE:	DATE:

**FOR FIRS USE ONLY**

NAME:	IR NO:	SIGNED:	DATE:
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## VALUE ADDED TAX RETURNS 002

FORM LINE	GUIDE FOR VALUE ADDED TAX FILING
	This guide shows how the VAT Return Form 002 is to be completed and filed either online or at tax office. The tax offices have mandate to demand for any additional
	The return is due not later than 21st day of the month following the month of reporting
10	Total Sales/Income: Enter on line 10 Total Sales/Income from all sources (excluding VAT) for the reporting period.
15	Goods and Services exempted: Enter on line 15 the total goods and services exempted included in line 10
20	Zero Rated Supplies: Enter on line 20 the total amount of zero rated goods and services included in line 10
22	Sales Adjustments: Enter on line 22 the total adjustment made for gross sales whose output tax was withheld by Agents or not available for off-setting input tax and those of one-of nature by Agent who have no sales which the taxpayer should have filed using withholding VAT form. FIRS would require completion of schedule B for details. This can be attached as pdf file when filing. Note that this line can be positive for omitted sales/Income fom previoud periods and where adjustments are done on this line, taxpayer cannot report anything again on line 105 of this form as it will amounts to double charging.
25	Sales/Income Subject to VAT: Enter on line 25 the result of subtracting the addition of lines 15, 20 and 22 from line 10. Line 22 can be for claim(-) or remittance(+) for previously omitted Sales/Income
35	Total Output Tax: Enter on line 35, the result of multiplying line 25 by 0.05 (i.e VAT rate of 5%)
40	Domestic supplies/purchases other than zero rated and exempted goods and services: Enter on line 40 the amount of Domestic supplies/purchases other than zero rated and exempted goods and services.
45	Purchases Not Wholly Used in Making VATable Supplies: Enter on line 45 total purchaeses not wholly used in making VATable goods and Service.
55	VAT Suffered on Domestic Supplies; Enter on line 55 the result of adding lines 40 and 45 and multiplying by 0.05 (i.e VAT rate of 5%)
60	Domestic Supplies/Purchases for Zero Rated Goods and Services: Enter on line 60 the Domestic supplies/purchases for zero rated goods and services.
65	Purchases Not Wholly Used in Making Zero Rated Supplies: Enter on line 65 the purchases not wholly used in making Zero rated supplies .
75	VAT Suffered on Zero Rated Supplies: Enter on line 75 the result of adding lines 60 and 65 and multiplying it by 0.05 (i.e VAT rate of 5%)
85	Purchased Imports: Enter on line 85 the import VAT paid on importation of chargeable goods. Chargeable goods are goods whose input tax are not to be expensed or capitalised.
90	Total Purchases Subject to VAT Incurred: Enter on line 90 the result of subtracting lines 45 from 40 and adding line 85. However, the claim on zero rated input will only form part of calculation after FIRS audit.
95	Total Input Tax: Enter on line 95 the result of multiplying line 90 by 0.05 (i.e VAT rate of 5%)
100	Enter on line 100 of the main form, the result of subtracting line 95 (Input Tax) from line 35 (Output Tax).
105	Input Tax on VAT Withheld by MDAs and Oil & Gas Companies: Enter on line 105 the output tax withheld by MDAs which are not already treated in line 22 sales adjustment. Note that construction and service industries cannot make any claim on this line. FIRS would require the completion of schedule E for details. This can be attached as pdf file to the returns
110	Automatic VAT Payment in Current Period: Enter on line 110 the total input tax claimable on internet purchases for resale or production
115	Net VAT Balance for Current Period: Enter on line 115 the result of subtracting lines 105 and line 110 from line 100. Note this line is non-negative
120	VAT Credit Brought Forward: Enter on line 120 the previous month's VAT credit brought forward (if any). The first year MUST be approved before it is entered in SIGTAS
130	VAT credit for the current period: Enter on line 130 any negative balance obtained in line 115
135	Total VAT Credit: Enter on line 135 the total VAT Credit for the reporting month (i.e Any negative value in line 115 + Any balance brought forward in line 120). This line is automatically calculated by the system
140	Relieved VAT Credit: Enter on line 140 the lower of line 115 and line 135 where line 115 is negative, otherwise enter zero. Note all cash refund made by FIRS should be adjusted also on this line.
145	VAT Credit Carry Forward: Enter on line 145 the result of subtracting line 140 from line 135. Note the system will automatically carry forward any unrelieved balance on this line.
150	VAT Payable: Enter on line 150 the VAT balance due from Taxpayer to FIRS which is the result of subtracting Lines 140 from 115