

For the period
01 10 09 to 31 12 09

Registration Number

733 4569 23

Period

12 09

091 733 4569 23 100 12 09 P1620C

CLOUDSOFT LIMITED
2ND FLOOR
40 GLEDSTANES ROAD
BARONS COURT
LONDON
W14 9HU

000945/05

You could be liable to a financial penalty if your completed return and all the VAT payable are not received by the due date.

Due date: 31 01 10

For
Official
Use

If you have a general enquiry or need advice please
call our National Advice Service on 0845 010 9000

ATTENTION

VAT standard rate returns to 17.5% on
1 January 2010

In April VAT moves online - see www.hmrc.gov.uk



Before you fill in this form please read the notes on the back and the VAT leaflets "Filling in your VAT return" and "Flat rate scheme for small businesses", if you use that scheme. Fill in all boxes clearly in ink, and write 'none' where necessary. Don't put a dash or leave any box blank. If there are no pence write "00" in the pence column. Do not enter more than one amount in any box.

For official use		£	p
VAT due in this period on sales and other outputs	1	4384	25
VAT due in this period on acquisitions from other EC Member States	2	0	00
Total VAT due (the sum of boxes 1 and 2)	3	4384	25
VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	4	0	00
Net VAT to be paid to HMRC or reclaimed by you (Difference between boxes 3 and 4)	5	4384	25
Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	6	37950	00
Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure	7	37950 0	00
Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	8	0	00
Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States	9	0	00

If you are enclosing a payment please tick this box.



DECLARATION: You, or someone on your behalf, must sign below.

I, PAUL KISEWSKI declare that the

(Full name of signatory in BLOCK LETTERS)

information given above is true and complete.

Signature P. Kisewski Date 22/1/10

A false declaration can result in prosecution

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Notes

These notes and the VAT leaflets *Filling in your VAT Return* and if appropriate *Flat rate scheme for small businesses* will help you complete this form. You may also need to refer to other VAT notices and leaflets. You can get these by telephoning the National Advice Service on **0845 010 9000**.

If you put a **minus figure** in boxes 1 to 3, or are entering a sum **due** to HMRC in box 4, please enclose the figure in brackets.

Amounts not declared correctly on previous returns

You may be able to correct errors in VAT Returns for the preceding 3 years by using boxes 1 and 4 on the Return for the period of discovery. Net errors of £10,000 or less can be included in your Return. Net errors between £10,000 and £50,000 can be included provided they do not exceed 1% of the total value of your sales (before correction) shown in box 6. Net errors exceeding £50,000 and those above £10,000 that exceed 1% of the box 6 amount must be separately notified.

For further information see Notice 700/45 *How to correct VAT errors and make adjustments or claims*.

How to pay

Please allow enough time for payment to reach us by the due date. We suggest you allow at least 3 working days for this.

We recommend the payment methods shown at 1-3 below.

1 Direct Debit

When you enrol for VAT Online you can opt to pay by Direct Debit. You must ensure that you have your Direct Debit Mandate in place in advance of making your first payment.

You cannot pay by Direct Debit if you use the Annual Accounting Scheme or make payments on account and submit quarterly returns.

2 Direct Payment

Using the Internet, telephone banking, BACS Direct Credit or CHAPS, provide your bank or building society with the following information to make a Direct Payment:

- payment amount
- account name: HMRC VAT
- sort code: 08-32-00
- account number: 11963155
- your VAT Registration Number.

3 At your Bank

If your bank or building society offers this service we can send you a book of payslips to use. Phone us on **01702 366376** or **01702 366314** or email electronicpaymentteam@hmrc.gsi.gov.uk

Take the payslip and payment to any branch of your bank.

Other banks may not accept payment.

Any cheque must be drawn on your bank, and made payable to 'HM REVENUE & CUSTOMS ONLY'.

4 Post

If you use this method, make your cheque payable to 'HM REVENUE & CUSTOMS ONLY' followed by your VAT Registration Number and **send your return and payment to us** in the envelope provided.

The envelope we have provided is for VAT payments only.

You must not include any other payments.

If you do not have a return envelope, please send your return and payment to:

VAT Controller

VAT Central Unit

BX5 5AT

For further payment information go to:

www.hmrc.gov.uk/howtopay.htm or phone **0845 010 9000**.

Box 1

Show the VAT due on all goods and services you supplied in this period.

Box 2

Show the VAT due (but not paid) on all goods and related services you acquired in this period from other EC Member States.

Box 3

Show the total amount of the VAT due ie the sum of boxes 1 and 2. This is your total **Output** tax.

Box 4

Show the amount of VAT deductible on any business purchases including acquisitions of goods and related services from other EC Member States. This is your **Input** tax.

Box 5

If this amount is under £1, you need not send any payment, nor will any repayment be made to you, but you must still fill in this form and send it to the VAT Central Unit.

Boxes 6 and 7

In box 6 show the value excluding VAT of your total outputs (supplies of goods and services). Include zero rated, exempt outputs and EC supplies from box 8.

In box 7 show the value excluding VAT of all your inputs (purchases of goods and services). Include zero rated, exempt inputs and EC acquisitions from box 9.

Boxes 8 and 9

EC TRADE ONLY

Use these boxes if you have supplied goods to or acquired goods from another EC Member State. Include related costs such as freight and insurance where these form part of the invoice or contract price. The figures should exclude VAT.

You can find details of other EC Member States in Notice 60 and Notice 725 or on our website at www.hmrc.gov.uk under importing/exporting and www.uktradeinfo.com under Intrastat.

Changes to your business

You must tell the National Registration Service about any changes in your business circumstances, **including a change of address. You can write to:**

HM Revenue & Customs

Imperial House
77 Victoria Street
Grimsby
Lincolnshire
DN31 1DB

or go online at www.hmrc.gov.uk select 'VAT' and 'Changing your VAT registration details or deregistering from VAT'.