



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

XSV126000111842

Name

Kelbrook & Sough Parish Council

UK address

Line 1

Kelbrook and Sough Village Hall

Line 2

Dotcliffe Road

Line 3 (optional)

Kelbrook

Postcode

BB18 6TQ

Telephone number

07939269262

Period of claim

From

01

04

2024

To

31

03

2025

Is this your first claim?

☐ Yes

☒ No

Have you changed your bank details?

☒ Yes

☐ No

Bank details

Bank or building society name

Unity Trust

Account number

20511087

Sort code

60

-

83

-

01

Building society roll number/account number

20511087

When you print this form please sign in the box shown below

All claims requiring a change of bank, must be accompanied by documentary evidence of banking details e.g a copy of a statement or bank letter

Vafar Shauock (CLERK/LFO)

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

£ 1,489.51

☒ 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

Vorben Shawlock (CLERK/RFO)

Date

DD MM YYYY

01 04 2025

What to do now

Please send the completed form along with any attachments to:

HMRC Payments VAT 126
HM Revenue and Customs
BX9 1JZ

D	M	YR	VAT No.	DEBTOR	DESCRIPTION	VAT £	INVOICE
03	04	2024	924 3099 24	Easywebsites	Website	6.86	01-440-2024
22	04	2024	408549284	Tax Assist	Payroll	4.60	25952
01	05	2024	924 3099 24	Easywebsites	Website	6.86	01-440-2024
17	05	2024	423013062	Atkinson Cleaning Services Limited	Bus Shelter Cleaning	24.00	616
21	05	2024	895296854	X2 Connect Telecom Solutions	Recondition Telephone Box	167.24	35937
22	05	2024	408549284	Tax Assist	Payroll	4.60	26248
03	06	2024	924 3099 24	Easywebsites	Website	6.86	01-440-2024
11	06	2024	444863527	Lanlee	Hammerite Black Metal Paint and Padlock	5.50	437041
11	06	2024	444863527	Lanlee	Ronseal wood stain & Teak Oil	6.07	437649
11	06	2024	107831677	Zurich PC Insurer	Insurance	26.94	532365503
11	06	2024	375233550	Dewhurst Decorating Supplies	1 x 250ml Gold Metal Paint	1.54	48966
15	06	2024	375233550	Dewhurst Decorating Supplies	Paint, Kettle & Sanding paper for Telephone Box	11.50	48360
24	06	2024	408549284	Tax Assist	Payroll	4.60	26570
01	07	2024	924 3099 24	Easywebsites	Website	6.86	01-440-2024
18	07	2024	GB 226659933	Currys	Printer	34.99	18702302
18	07	2024	GB 226659933	Currys	Printer Ink	9.15	18702301
22	07	2024	408549284	Tax Assist	Payroll	4.60	26855
25	07	2024	423013062	Atkinson Cleaning Services Limited	Cleaning Kelbrook Playground- Deep clean	32.00	648
01	08	2024	924 3099 24	Easywebsites	Website	8.62	01-440-2024
15	08	2024	GB 805015277	Vista Print	Stamp	5.92	0219928517
18	08	2024	772352428	Willow Group	Livestock Notices Phone Box Graphics	66.00	3039_3043
19	08	2024	375233550	Dewhurst Decorating Supplies	Decorating Supplies	21.02	49860_50214_50155
22	08	2024	408549284	Tax Assist	Payroll	4.60	27134
03	09	2024	924 3099 24	Easywebsites	Website	8.62	01-440-2024
23	09	2024	408549284	Tax Assist	Payroll	4.60	27438
01	10	2024	924 3099 24	Easywebsites	Website	8.62	01-440-2024
16	10	2024	GB 732917133	Pendle Leisure Trust	Free Swimming Service	59.50	0000213555
16	10	2024	175332564	Pendle Borough Council	Annual Playground Inspections	14.00	5145771
22	10	2024	408549284	Tax Assist	Payroll	4.60	27764
01	11	2024	924 3099 24	Easywebsites	Website	8.62	01-440-2024
10	11	2024	GB 440498250	PKF Littlejohn	External Audit	42.00	SB20241722
22	11	2024	408549284	Tax Assist	Payroll	4.60	28081
02	12	2024	924 3099 24	Easywebsites	Website	8.62	01-440-2024
17	12	2024	213991308	Stately Lighting	Xmas Tree Purchase, Installation, Removal	490.00	1099
23	12	2024	408549284	Tax Assist	Payroll	4.60	28391
02	01	2025	924 3099 24	Easywebsites	Website	8.62	01-440 2025
15	01	2025	375233550	Dewhurst Decorating Supplies	1 x 750ml Mahogany Stain	2.71	51643
22	01	2025	408549284	Tax Assist	Payroll	4.60	28719
27	01	2025	GB 623757528	Greenbarnes Ltd	Notice Board Keys	3.55	18832
27	01	2025	175332564	Pendle Borough Council	Weekly Playground Inspections	313.04	5148195
03	02	2025	924 3099 24	Easywebsites	Website	8.62	01-440 2025
05	02	2025	444863527	Lanlee	Green Treated Post and bolts	5.84	445596
24	02	2025	408549284	Tax Assist	Payroll	2.30	29014
03	03	2025	924 3099 24	Easywebsites	Website	8.62	01-440 2025
24	03	2025	408549284	Tax Assist	Payroll	2.30	29304
					01_04_2024 to 31_03_2025 Total £	1,489.51	