

# Gambia Revenue Authority

## GUIDELINES FOR VAT INVOICE REQUIREMENTS

- As a VAT registrant who will be including VAT in the price of your goods and services, you must inform your customers the amount of VAT that has been applied to the total charged.
- To inform your customers, you can use cash register receipts, invoices or contracts
- For taxable supplies (other than zero-rated supplies), you must show on your sales receipt or invoice:
  - Your name, business location and VAT registration number
  - An individualized number for each separate receipt or invoice
  - The date on which the receipt or invoice is issued
  - A description of the goods or services supplied, including quantity or volume where appropriate
  - Indication on the itemized list to identify which goods are taxable and/or exempt from VAT
  - The total consideration for the goods or services supplied
  - The amount of VAT included in the total consideration
- Where a receipt is not being issued to a VAT registrant, and the VAT paid therein will not be claimed for input tax credit, it is acceptable to issue a simplified tax receipt.
- For simplified tax receipts, you must show:
  - Your name and VAT registration number
  - The date on which the receipt or invoice is issued
  - A bar code or other method to identify the goods or services supplied
  - The total consideration for the goods or services supplied
  - The amount of VAT included in the total consideration
- Attached are examples of receipts and invoices that meet the requirements

## **Exceptions to Invoice Requirements:**

VAT registrants are required to keep the necessary documentation to support their claim for input tax credits and refunds. In certain circumstances the documentation required has been reduced.

For **computer generated invoices and sales receipts**, they must capture:

- name or trading name and address of the registrant supplier
- supplier's VAT registration number
- date the VAT was paid or became payable
- amount of VAT paid or payable
- an itemized description of the goods or services, and
- name or trading name and address of the recipient of the supply

For **contractual arrangements**, the agreement, books and records and related documents must capture:

- name or trading name and address of the registrant supplier
- supplier's VAT registration number
- reporting period when the VAT was paid or became payable
- amount of VAT paid or payable;
- description of the goods or services supplied; and
- name or trading name and address of the recipient of the supply

For **fees charged on customer accounts by service providers** (financial institutions, telephone companies, television and internet providers, etc.), for which a summary statement of transactions is produced each month:

- the VAT-inclusive transaction fees can be individually listed on the summary (e.g. monthly) statements
- the total VAT charged on the fees listed must be stated
- where VAT, Excise and other taxes or levies are being charged, each applicable type of tax must be indicated

Use of this modified VAT invoicing will be subject to pre-approval from the GRA Commissioner-General.

## EXAMPLES OF VAT RECEIPTS

### *Acceptable VAT receipt*

NAME OF BUSINESS LOCATION		
VAT Reg #: xxxxx		
VAT Invoice # : xxxxxx		
Cashier : xxx – Fatou		
Time/Date : xx:xx dd/mm/year		
Qty	Description	Total
2	Aqua bottled water 300cl	40 Tx
1	Fresh fish 2.2kg@55	121
1	Salted peanuts 200g	25 Tx
	Subtotal	: 186
	<b>Amount Due</b>	<b>: 186</b>
	Cash Tendered	: 200
	Change	: 14
VAT included @ 15% : 8.48		

### *Simplified VAT receipt*

NAME OF BUSINESS		
VAT Reg #: xxxxx		
Date : dd/mm/year		
2	water	40 Tx
1	meat dept	121
1	snack	25 Tx
	<b>Amount Due:</b>	<b>186</b>
	Cash Tendered:	200
	Change:	14
VAT included @ 15%: 8.48		

**Acceptable VAT invoices:**

NAME OF BUSINESS LOCATION VAT Reg #: xxxxx		VAT Invoice # xxxxx  Date: dd/mm/year	
Customer : <u>Smiling Coast Services</u>			
Address : <u>Down by the Sea Rd.</u> <u>Special Village, North Shore</u>			
Quantity	Description	Cost/unit	Total Cost
4	Round wood tables, 100 cm.	_2850_	_11400_
16	Metal chairs - black	_910_	_14560_
<b>Total Cost</b>		:	<b>GMD <u>25960</u></b>
VAT at 15% included in Total Cost :			<b>GMD <u>3386</u></b>

Sleepy Rest Hotel Mangrove Side Road VAT Reg #: xxxxx		Room: xxx  Date: 20/Feb/2013
Customer : <u>Mr. and Mrs. Happy Traveler</u>		
Address : <u>A road somewhere</u> <u>Big City, Far Country</u>		
Date	Description	Total
18 Feb.	Room Charge	2500
19 Feb.	Room Charge	2500
20 Feb.	Transfer to Airport	400
20 Feb.	Payment by Visa	5400
<b>Total Charges</b>		5400    5400
<b>Balance Due</b>		0
The above charges include VAT at 15% totaling 704d		

