

FRIENDLY ACCOUNTANTS

CORRESPONDENCE TO CLIENTS & HMRC FOR CHASING INFORMATION

VAT

¾ LETTER TO CLIENT – MONTHLY VAT RETURN DUE

¾ LETTER TO CLIENT – QUARTERLY VAT RETURN DUE

¾ LETTER TO CLIENT – VAT RETURN



John Smith
Mr John Smith & Co
122 High Street
England City
PO23 XRT
Tel No: 0204 123 4567
Email : johnsmith@gmail.com

04th September 2016

Our Ref: File 3

Dear John

Re: VAT Documents: Period Ending 30th June 2016 (01st June 16 – 30th June 16)

We are writing to let you know that your VAT return for Period Ending 30th June 2016 is due.

Kindly Keep ready all your below documents and email us on vat@friendly-accountants.com

- 1: Purchase Invoices
- 2: Sales / Takings
- 3: Commission statements; Phone cards income; Electricity/Gas/Travel cards income Lottery and other cards income.
- 4: Closing Stock approx value.
- 5: Bank statements; cheque books: **Please do not give us your current cheque book**
- 6: New Hire Purchase; Lease Purchase; Loan agreements
- 7: Completion of any existing loans
- 8: Sales and purchase details of all assets made in this period
- 9: Wages & Drawings
- 10: All other expenses

Thank you very much for your kind co-operation.

If you have any further queries, please do not hesitate to contact Mr Chirag / Shailesh on email at vat@friendly-accountants.com.

Yours Sincerely

Chirag



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Yours Sincerely

Chirag



John Smith
Mr John Smith & Co
122 High Street
England City
PO23 XRT

Tel No: 0204 123 4567
Email : johnsmith@gmail.com

Our Ref : 1111

31st July 2016

Dear John Smith

VAT RETURN FOR THE PERIOD ENDED 30TH JUNE 2016

Please find enclosed your VAT Return details for the above period duly completed.

We will submit your VAT return **ONLINE**. We will send you the acknowledgement of the VAT return submitted online upon your request.

The amount refundable is **£ (500.00)** as per figure in Box 5

H.M Customs & Excise will either forward you and payment by cheque or directly credited into bank account you specified.

Your VAT Report will follow along with your documents in due course.

Should you have any queries please do not hesitate to contact:
On 020 8619 1485 or 020 8518 0888 or via email on vat@friendly-accountants.com

Kindly note that we have calculated the figures based upon the information you gave us.

Yours Sincerely

Friendly Accountants

VALUE ADDED TAX RETURN

Vat Reg No : 154 5167 11

For the period

From : 01-Apr-16 to 30-Jun-16

CLIENTS NAME : JOHN SMITH & CO.

VAT due in this period on sales and other outputs	1	8,957.24
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	8,957.24
VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	4	9,457.24
Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	5	(500.00)
Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	6	77,644.00
Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure	7	75,259.00
Total value of all supplies of goods and related services, excluding any VAT, to other EC Member States	8	0.00
Total value of all acquisitions of goods and related services, excluding any VAT, from other EC Member States	9	0.00

05/07/2016
7:09 PM

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