



**Value Added Tax (VAT) Change of Accounting Basis
From PAYMENTS basis to INVOICE basis**

CT 234

Name:....., Date:...../...../.....

Address:....., TIN No:.....

Calculation of Adjustment

(Calculate your adjustment as follows)

- 1. Show the total amount owed by debtors as at the last day of the last period using the payments basis (include only those debtors who you have invoiced or an amount is due).

A

Calculate the VAT amount of Box A (divide by 7.6667).

B

- 2. Show the total amount owed to creditors as at the last day of the last period using the payments basis (include only those creditors for which you have a tax invoice).

C

Calculate the VAT amount of Box C (divide by 7.6667).

D

- 3. Calculate the difference between Box B and Box D.
If "D" is bigger than "B" then a VAT credit is available.
If "B" is bigger than "D" then a VAT is payable.

Difference **E**

- 4. Delete the one that does not apply:
 - VAT payable – include "E" in Box 9 of your VAT return.
 - VAT credit available – include "E" in Box 14 of your VAT return.

Declaration

I declare that the information given on this form is true and correct.

Name:....., Title:.....

Signature:....., Date:...../...../.....

Please attach this form to the last return you complete using your old accounting basis.