



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

XAV126000104581

Name

St Martin By Looe Parish Council

UK address

Line 1

8 Trelawny Road

Line 2

Menheniot

Line 3 (optional)

Liskeard

Postcode

PL14 3TS

Telephone number

07763364809

Period of claim

From

31 03 2025

To

30 03 2026

Is this your first claim?

Yes

No

Have you changed your bank details?

Yes

No

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

Date of Invoice	Supplier's VAT Registration Number	Detailed description of supply	To whom addressed	VAT paid
03-04-2025	132746770	Annual (x11 @ £1). Admin fee for payment of the Clerks salary	St Martin By Looe Parish Council.	£ 11.00
01-04-2025	935160924	Cornwall Association of Local Councils Subscription.	St Martin By Looe Parish Council	£ 40.57
02-04-2025	779019395	Adobe Annual Subscription.	St Martin By Looe Parish Council.	£ 3.52
03-04-2025	206953796	Monthly printer ink subscription 2 x £0.92, 7 x £1.08, 1 x £2.25, 1 x	St Martin By Looe Parish Council.	£ 14.98
04-05-2025	902152471	E-mail hosting Fee. Western Webb.	St Martin By Looe Parish Council.	£ 14.40
03-07-2025	902152471	E-mail domain name fee (2 years) Western Webb	St Martin By Looe Parish Council.	£ 5.00
03-11-2025	324914800	Duchy Defibrillators - Annual maintenance fee.	St Martin By Looe Parish Council.	£ 65.00
03-12-2025	902152471	Annual renewal of Domain name. Western Webb.	St Martin By Looe Parish Council.	£ 16.00
05-02-2026	472737075	Bleed Control - Annual Maintenance of pack inside	St Martin By Looe Parish Council.	£ 8.00

Declaration

Amount of refund

£ 178.47

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

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Date

DD MM YYYY

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What to do now

Please send the completed form along with any attachments to:

HMRC Payments VAT 126
HM Revenue and Customs
BX9 1JZ