

**St. Kitts & Nevis Inland Revenue Department
VAT Guidance Series**

**Requirements for Invoices, Receipts and
Credit & Debit Notes**

EFFECTIVE DATE: NOVEMBER 1, 2010

Overview This Guidance Series describes the requirements for Invoices, Receipts and Credit & Debit Notes under Section 43 of the *VAT Act, No.3 of 2010*.

Disclaimer The information in this memorandum does not replace the law found in the *VAT Act, No.3 of 2010* and its Regulations. As it may not completely address your particular operation, you may wish to refer to the Act or appropriate Regulation, or contact the St. Kitts & Nevis Inland Revenue Department (SKN-IRD) VAT Unit for more information

If you wish to make a technical enquiry on VAT by telephone, please call 1-869-467-1931/1933 or 1-869-469-5856.

- (1) Except as the Comptroller may otherwise allow, where section 43 of the Act requires a registered supplier to issue a VAT invoice, the invoice shall contain the particulars specified in this paragraph.
 - a. the tax invoice shall be pre-numbered;
 - b. the words “tax invoice” shall appear in a prominent place;
 - c. the full name of both the registered person making the supply and the purchaser, and the registered person’s trade name, if different from the legal name;
 - d. the taxpayer identification number of the registered person and the purchaser;
 - e. the description (including the number) of the goods delivered or the services rendered;
 - f. the price of the taxable supply and any other supply;
 - g. the tax due on the taxable supply; and
 - h. the issue date of the tax invoice.

- (2) Except as the Comptroller may otherwise allow, where section 43 provides that a registered supplier may issue a sales receipt in lieu of a tax invoice for a taxable supply to a registered recipient, the sales receipt shall contain the particulars specified in this paragraph.
 - a. the words “sales receipt” shall appear in a prominent place;
 - b. the full name of the registered person making the supply, and the registered person’s trade name, if different from the legal name;
 - c. the registered supplier’s taxpayer identification number;
 - d. the description sufficient to identify the goods delivered or services rendered;
 - e. the price of the taxable supply and any other supply;
 - f. the tax due on the taxable supply; and
 - g. the issue date of the sales invoice.

- (3) Except as the Comptroller may otherwise allow, where a registered supplier under section 43(7) of the Act makes a taxable supply to a person who is not registered, the registered supplier shall issue a sales receipt in lieu of a tax invoice that contains the particulars specified in paragraph (2) of this document.

- (4) Except as the Comptroller may otherwise allow, where section 44 of the Act requires a taxable person to issue a tax credit note, the tax credit note must contain at least the following particulars:
 - a. the note shall be pre-numbered;

- b. the words “tax credit note” shall appear in a prominent place;
 - c. the name, address, and taxpayer identification number of the registered person making the supply;
 - d. the name, address, and taxpayer identification number of the recipient of the supply;
 - e. the date on which the tax credit note was issued;
 - f. the value of the taxable supply shown on the tax invoice, the adjusted value of the taxable supply, the difference between those two amounts, and the tax charged that relates to that difference;
 - g. a brief explanation of why the tax credit note is being issued; and
 - h. information sufficient to identify the taxable supply to which the tax credit note relates.
- (5) Except as the Comptroller may otherwise allow, where section 44 of the Act requires a registered person to issue a tax debit note, the tax debit note must contain at least the following particulars:
- a. the note shall be pre-numbered
 - b. the words “tax debit note” shall appear in a prominent place;
 - c. the name, address, and taxpayer identification number of the registered person making the supply;
 - d. the name, address, and taxpayer identification number of the recipient of the supply;
 - e. the date on which the tax debit note was issued;
 - f. the value of the taxable supply shown on the tax invoice, the correct amount of the value of the taxable supply, the difference between those two amounts, and the tax charged that relates to that difference;
 - g. a brief explanation of why the tax debit note is being issued; and
 - h. information sufficient to identify the taxable supply to which the tax debit note relates.
- (6) The Comptroller upon written application, may in writing allow a registered person
- a. who engages in the mass production of bills and is the supplier of electricity, water, telecommunication and other utilities for public use or
 - b. a supplier of financial services
- to issue a tax invoice under paragraph (1) without a the taxpayer identification number of the purchaser of the supply.