



THE GENERAL CONSUMPTION TAX ACT  
**GENERAL CONSUMPTION TAX RETURN**  
*Please Read Instructions Overleaf before completing this Return*

**FORM 4A**

<b>Section A: GENERAL INFORMATION</b>		2. Taxpayer Registration Number (TRN)	
1. Name of Business		3. Return Period Year      Month      Day      to      Year      Month      Day	
4. Address of Business (Apt. No., Street No. & Name, Postal Zone, Parish)		5. Tick appropriate box <input type="checkbox"/> New Address <input type="checkbox"/> Revised Return	

<b>Section B: SUPPLIES (Goods &amp; Services)</b>					
Total Supplies made during Period					
Exempt Supplies		Export Supplies		Zero-Rated Supplies	
7	+	8	+	9	=
					10
Taxable Supplies (Subtract Line 10 from Line 6)					11

<b>Section C: OUTPUT TAX</b>					
Supplies at Standard Rate	12	Rate	%	=	13
Supplies at Other Rate(s)	14		%	=	15
GCT Due on Goods for Exempt Activities, Personal Use & other Adjustments					16
Total Output Tax (Add Lines 13, 15 & 16)					17

<b>Section D: INPUT TAX/TAX CREDIT</b>					
Total Local Purchases & Expenses that Qualify for Credit	18				
GCT on Local Purchases & Expenses that Qualify for Credit					19
GCT on Imports that Qualify for Credit	20				
GCT Deferred on Imports	21				
GCT Paid on Imports (Subtract Line 21 from Line 20)					22
GCT on Capital Goods that Qualify for Credit this Period					23
Adjustments - Specify:					24
Total Input Tax (Add Lines 19, 22, 23 & 24)					25

<b>Section E: GCT PAYABLE / CREDITABLE</b>				<b>OFFICIAL USE</b>	
GCT Payable/Creditable (Subtract Line 25 from Line 17)	26			29	
Balance Brought Forward: Payable/Creditable/Zero	27				
Total (Add Lines 26 & 27)	28				
GCT Being Paid this Period	29				
If amount at Line 26 is negative, tick appropriate box at Line 30	30	<input type="checkbox"/> 1) Refund <input type="checkbox"/> 2) Credit			

<b>Section F: DECLARATION:</b> I declare that to the best of my knowledge and belief this is a true and correct statement of the information and particulars given on this form.	
Name of Responsible Officer	Title
Signature	Date

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## INSTRUCTIONS

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This form is to be completed by Registered taxpayers who are not using the Quick Method.

Taxpayers carrying out Tourism Activities prescribed in Part II of the Second Schedule of the General Consumption Tax Regulations, Item 12(1) should complete FORM 4D (PINK FORM). Taxpayers carrying out General Insurance Activities should complete FORM 4E (YELLOW FORM).

Please TYPE or PRINT the required information. Use blue or black ink pen only. Do not use a pencil. All dollar value amounts should be rounded to the nearest whole number.

### **Section A: GENERAL INFORMATION**

#### **Box 1 : Name and Address of Business**

Enter information as stated on the GCT Certificate of Registration.

#### **Box 2 : Taxpayer Registration Number (TRN)**

Enter number (TRN) commencing with the first box on the left.

#### **Box 3 : Return Period**

Monthly Returns e.g. October 2000 enter: 2000-10-01 to 2000-10-31

Bi-Monthly Returns e.g. October & November 2000 enter: 2000-10-01 to 2000-11-30

#### **Box 5**

New Address : Please tick box if address is a New Address.

Revised Returns : Please tick box if return is a Revised Return

### **Section B: SUPPLIES (Goods & Services)**

Include all activities relating to supplies (sales) during the Return Period. Value of sales must include for business enterprises in the services sector, the amount for Revenue/Fees.

### **Section C: OUTPUT TAX**

Calculate tax on supplies (sales) during the Return Period.

### **Section D: INPUT TAX/TAX CREDIT**

Report tax paid on goods and services in carrying on the taxable activity during the period. Deferment received should not be claimed as a credit as this was never paid.

### **Section E: GCT PAYABLE / CREDITABLE**

Calculate the result of activities during the period in respect of the tax. Line 27 should include penalty, interest and surcharge. If the amount of output tax exceeds the amount of input tax, then this should be remitted to the Collector of Taxes plus any penalties, etc., imposed for previous periods. If the input tax exceeds the output tax, please clearly indicate whether you are requesting that amount to be credited to your account or refunded. This is achieved by ticking the appropriate box at Line 30.

**NOTE :** If a refund is requested and has not been received by the time the next Return is filed, do not take a credit against the tax due.