<u>Notice to the University Community – Requirements of Section 20 of the VAT Act</u>

It has been noted that the old VAT registration numbers of the former universities are still being quoted by the university community as well as suppliers.

<u>The requirements of a tax invoice in terms of S(20) of the VAT Act</u>

A tax invoice (greater than R3000) should contain the following details:

- The words “tax invoice “in a prominent place.
- The name, address and VAT registration number of the supplier.
- The name and address of the Recipient i.e. UKZN, Private Bag X54001, Durban 4000.
- Recipient’s VAT registration number i.e. UKZN’s VAT registration no: 4860 209 305.
- An individual serial number and the date on which the tax invoice is issued.
- A full and proper description of the goods or services being supplied.
- The price excluding VAT, the amount of VAT and the amount including VAT, or the amount including VAT and a Statement that the amount includes VAT and the rate at which VAT is being charged.

Non-adherence to the above requirements will result in the invoice being invalid and SARS disallowing the claiming of VAT.

H RAMKISSON
DIRECTOR: FINANCIAL OPERATIONS