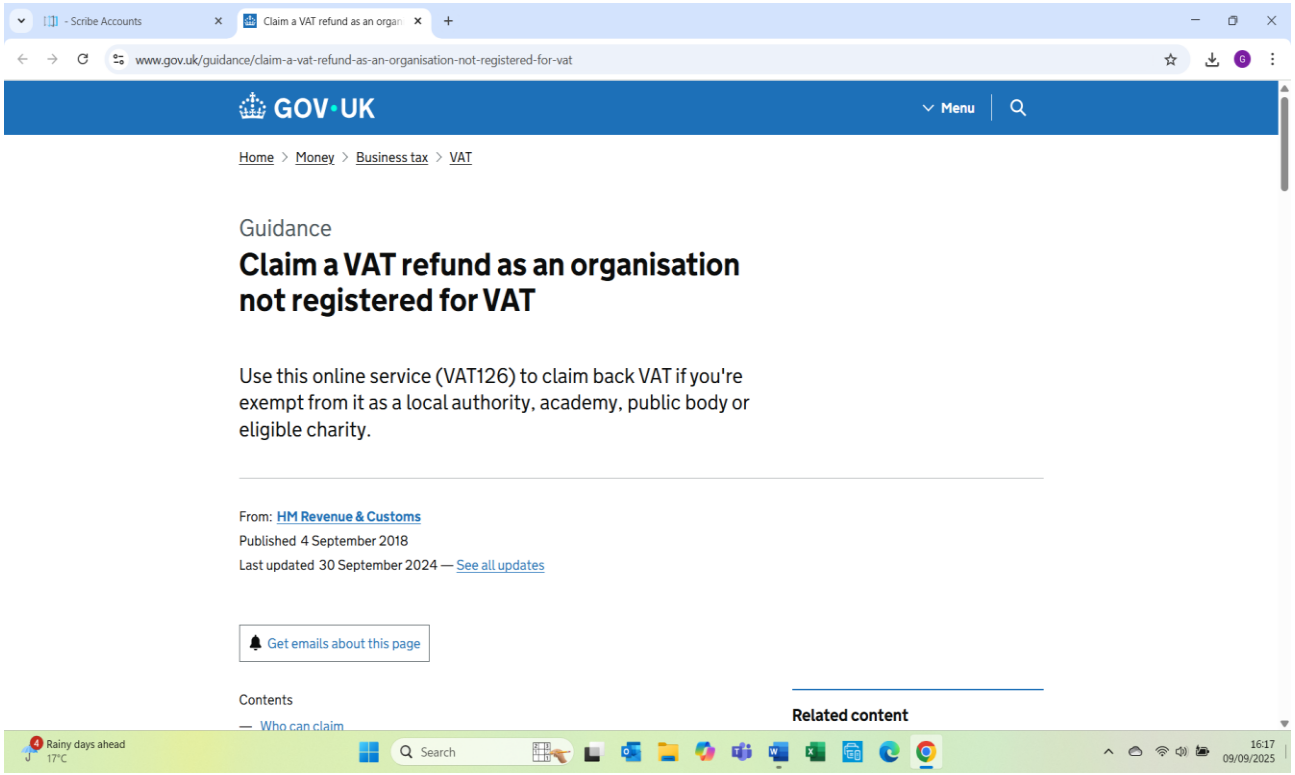
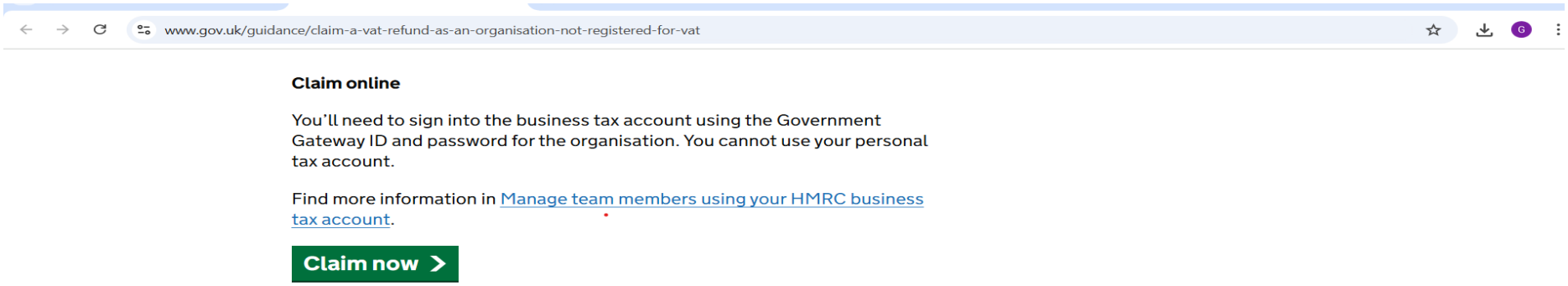
Claiming a VAT refund using a 126 application click on the VAT Refund on the desktop which takes you to here

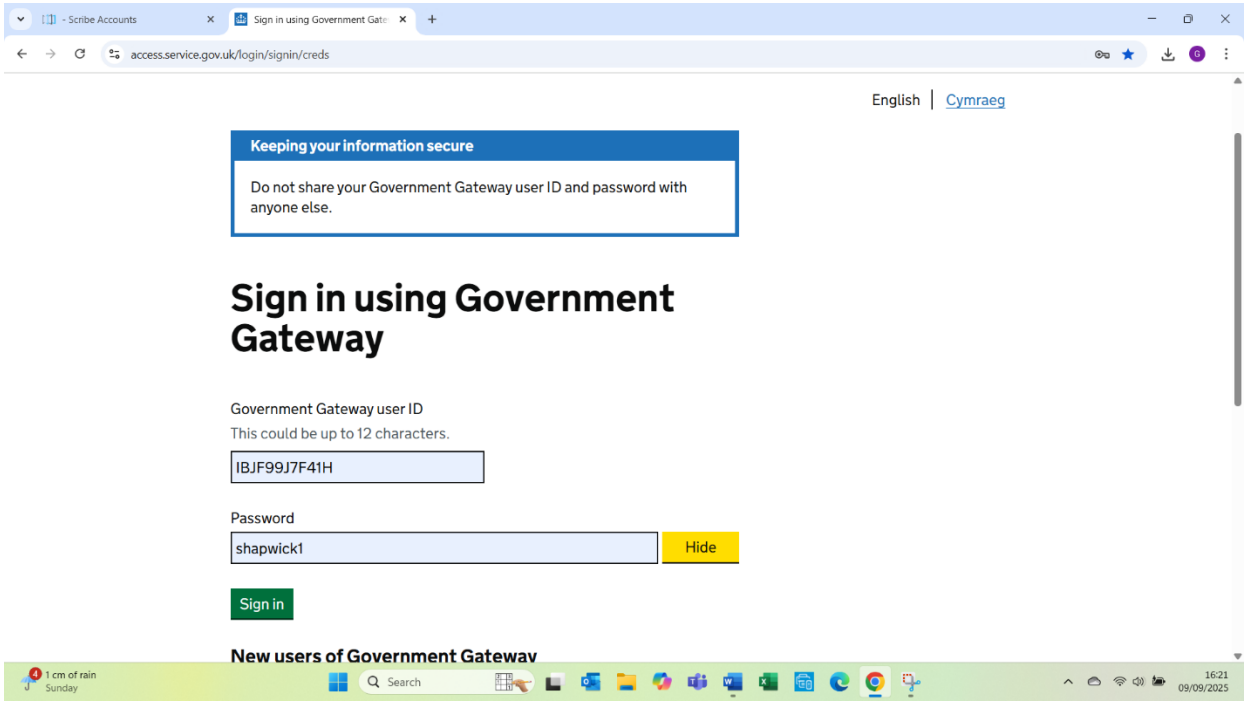
Claim a VAT refund as an organisation not registered for VAT:-



Scroll down to: -



The user ID & password should self populate, if not the details, a code may be sent to your mobile which you will need to enter, there is then an option for the code to last for 7 days



Click sign in, you will be asked to **Confirm your organisation's customer reference number**

Then answer the various questions: -

What is the name of the organisation? Shapwick Parish Council

What type of organisation is Shapwick Parish Council? Local Authority or similar

Have the address or bank details changed for Shapwick Parish Council since the last claim? No

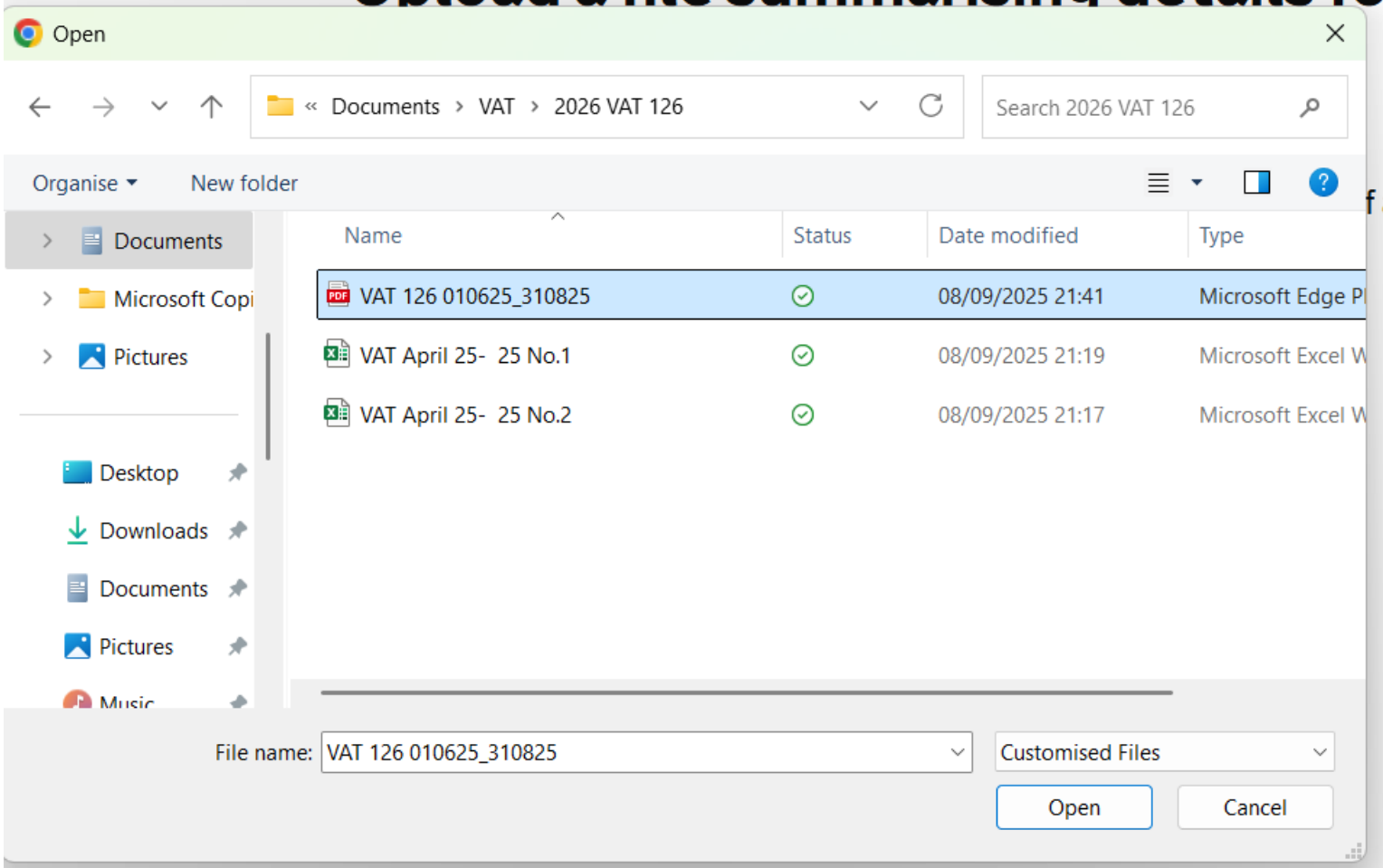
Are you claiming a VAT refund of £100 or more? Yes

What is the start and end date for this claim? dd/mm/yyyy

NB: -Your claim must be for a period of at least one calendar month and end on the last day of a calendar month.

How do you want to provide the invoice details? Upload a file, select and upload the VAT 126 created in Scribe and saved to the VAT/2026 VAT 126 folder

Upload a file summarising details for



f all

Choose file No file chosen

Upload file

Save and come back later

Upload a file summarising details for all your invoices

What was the total amount of VAT paid? £???.??p

What amount of VAT are you claiming a refund for? The total amount or not?

What is your full name? e.g. Graham Croucher

What is your role?

Do you agree to HMRC using email to communicate with you if we need further details? Yes

Contact Details email & telephone number

Now submit your claim

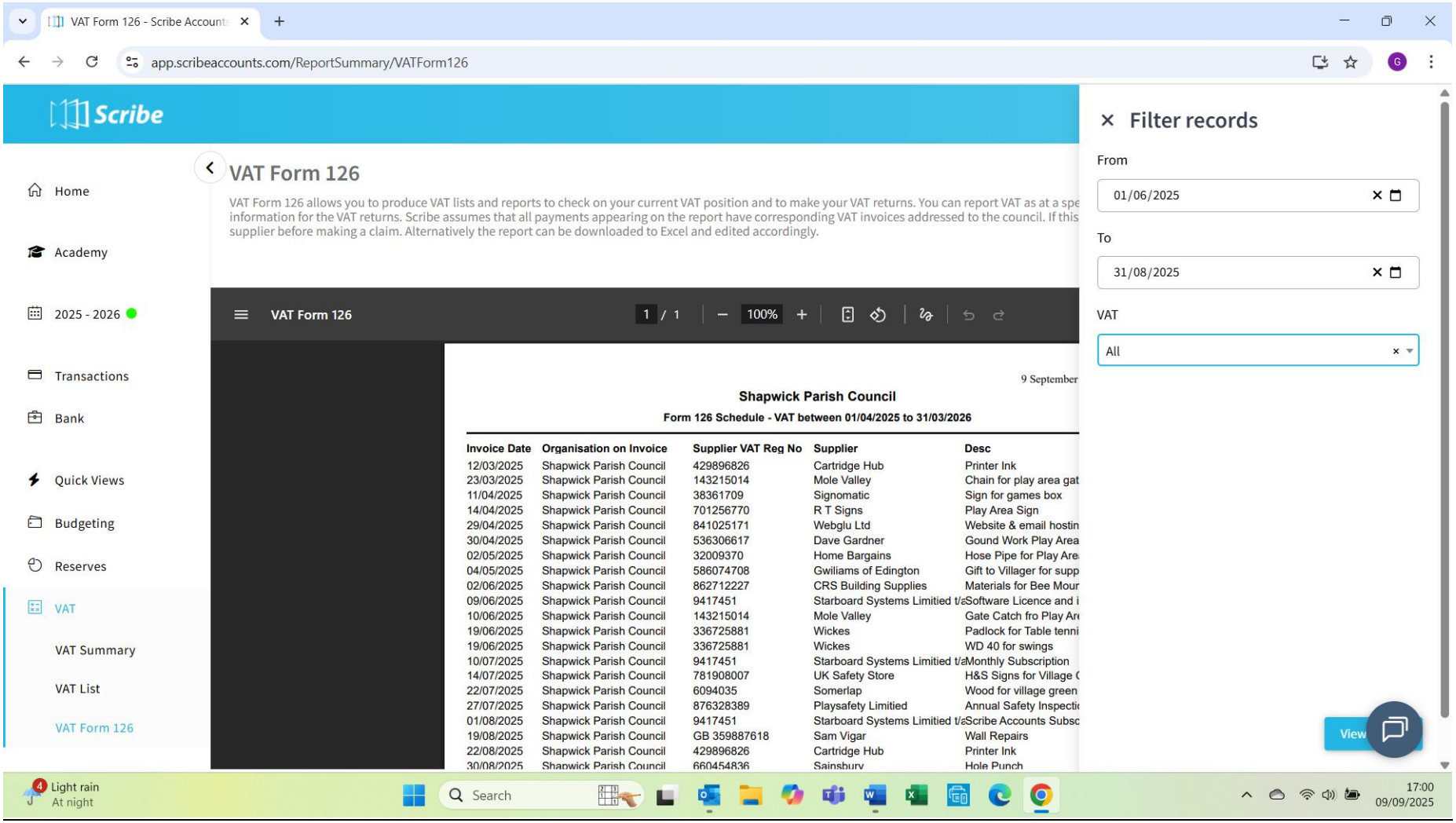
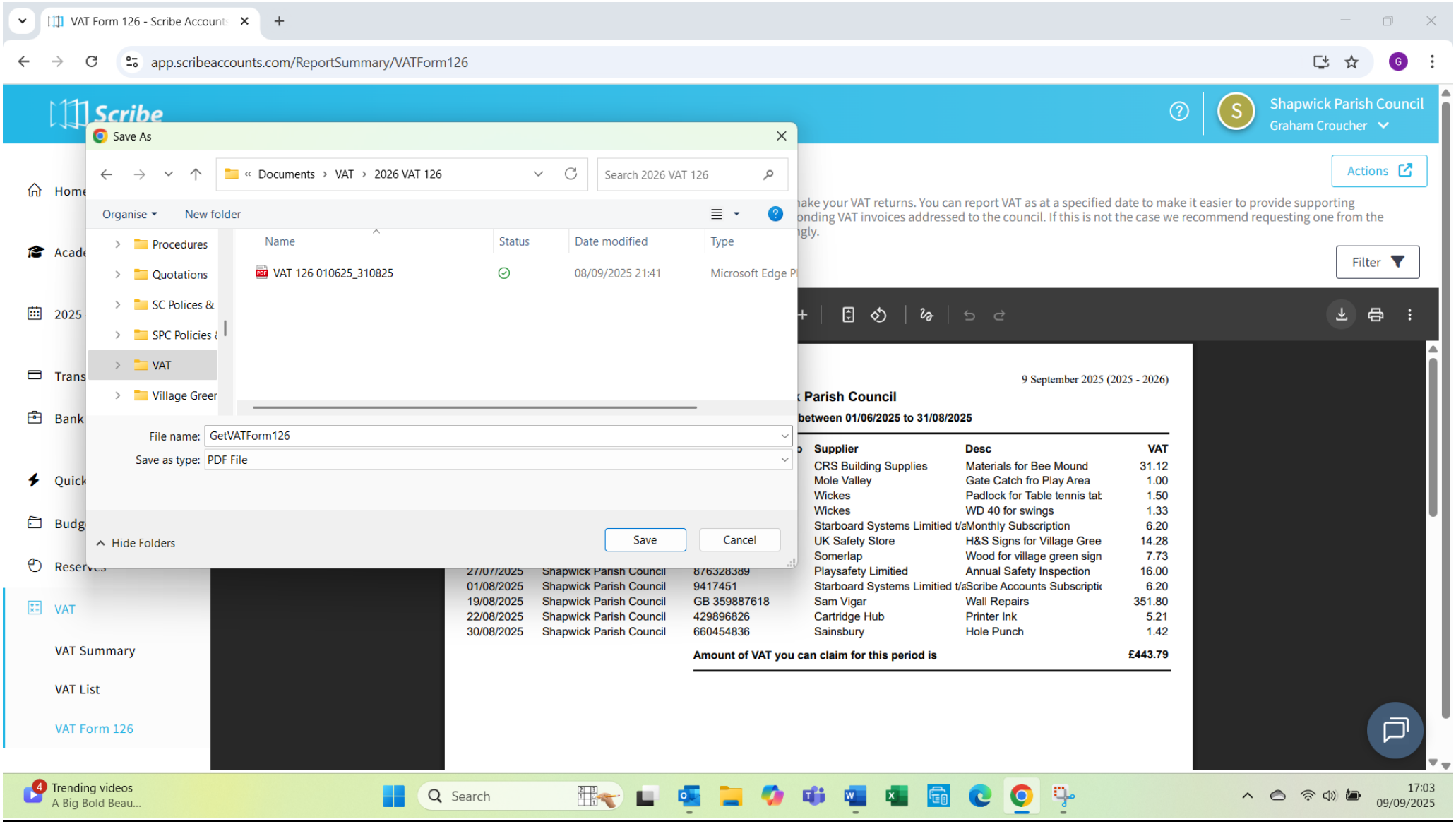
By submitting this claim you confirm that:

- **to the best of your knowledge the details you are providing are correct**
- **you are authorised and eligible to submit this claim**
- **Shapwick Parish Council holds supporting evidence for this claim**
- **the VAT being claimed relates to non-business activity costs only**
- **Shapwick Parish Council is not registered for VAT or required to be registered for VAT**

A confirmation email will be sent to Clerk email address with the following detail

Creating the 126 VAT form in Scribe: -

- In Scribe from the VAT option in the left hand side menu select
- VAT Form 126 & use the “Filter Record” to select the date range required, then click “View”



Use the Download button top right hand corner to transfer the file to the VAT / 2026 VAT 126 folder