

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:-

The screenshot shows a web browser window with two tabs. The active tab is titled 'Claim a VAT refund as an organisation not registered for VAT' and shows the URL 'www.gov.uk/guidance/claim-a-vat-refund-as-an-organisation-not-registered-for-vat'. The GOV.UK logo is in the top left, and a 'Menu' button is in the top right. Below the header, a breadcrumb trail reads 'Home > Money > Business tax > VAT'. The main heading is 'Guidance' followed by 'Claim a VAT refund as an organisation not registered for VAT'. The text explains that the online service (VAT126) can be used to claim back VAT if the user is exempt from it as a local authority, academy, public body, or eligible charity. It also states the page is from HM Revenue & Customs, published on 4 September 2018, and last updated on 30 September 2024. A button to 'Get emails about this page' is present. At the bottom, there are sections for 'Contents' (with a link to 'Who can claim') and 'Related content'. The Windows taskbar is visible at the bottom, showing the date as 09/09/2025 and the time as 16:17.

GOV.UK

Home > Money > Business tax > VAT

Guidance

Claim a VAT refund as an organisation not registered for VAT

Use this online service (VAT126) to claim back VAT if you're exempt from it as a local authority, academy, public body or eligible charity.

From: [HM Revenue & Customs](#)
Published 4 September 2018
Last updated 30 September 2024 — [See all updates](#)

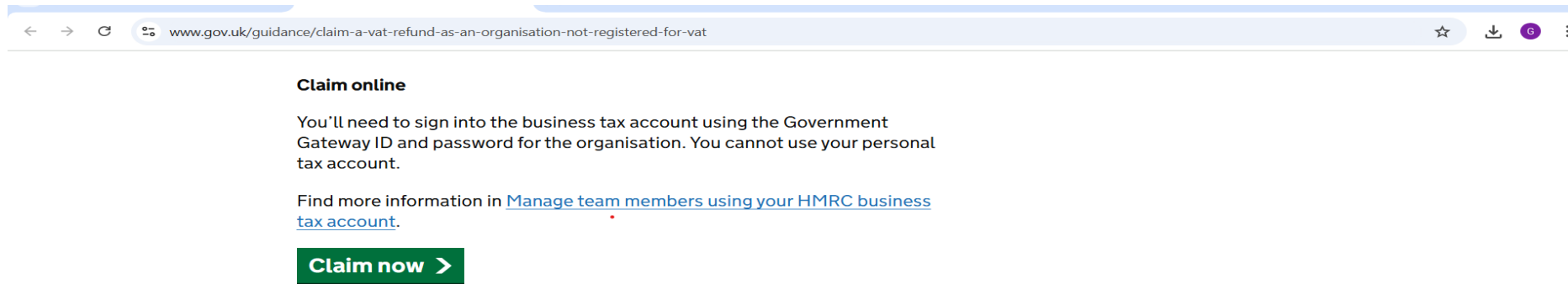
[Get emails about this page](#)

Contents

[Who can claim](#)

Related content

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

English | [Cymraeg](#)

Keeping your information secure

Do not share your Government Gateway user ID and password with anyone else.

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

IBJF99J7F41H

Password

shapwick1 Hide

[Sign in](#)

[New users of Government Gateway](#)

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

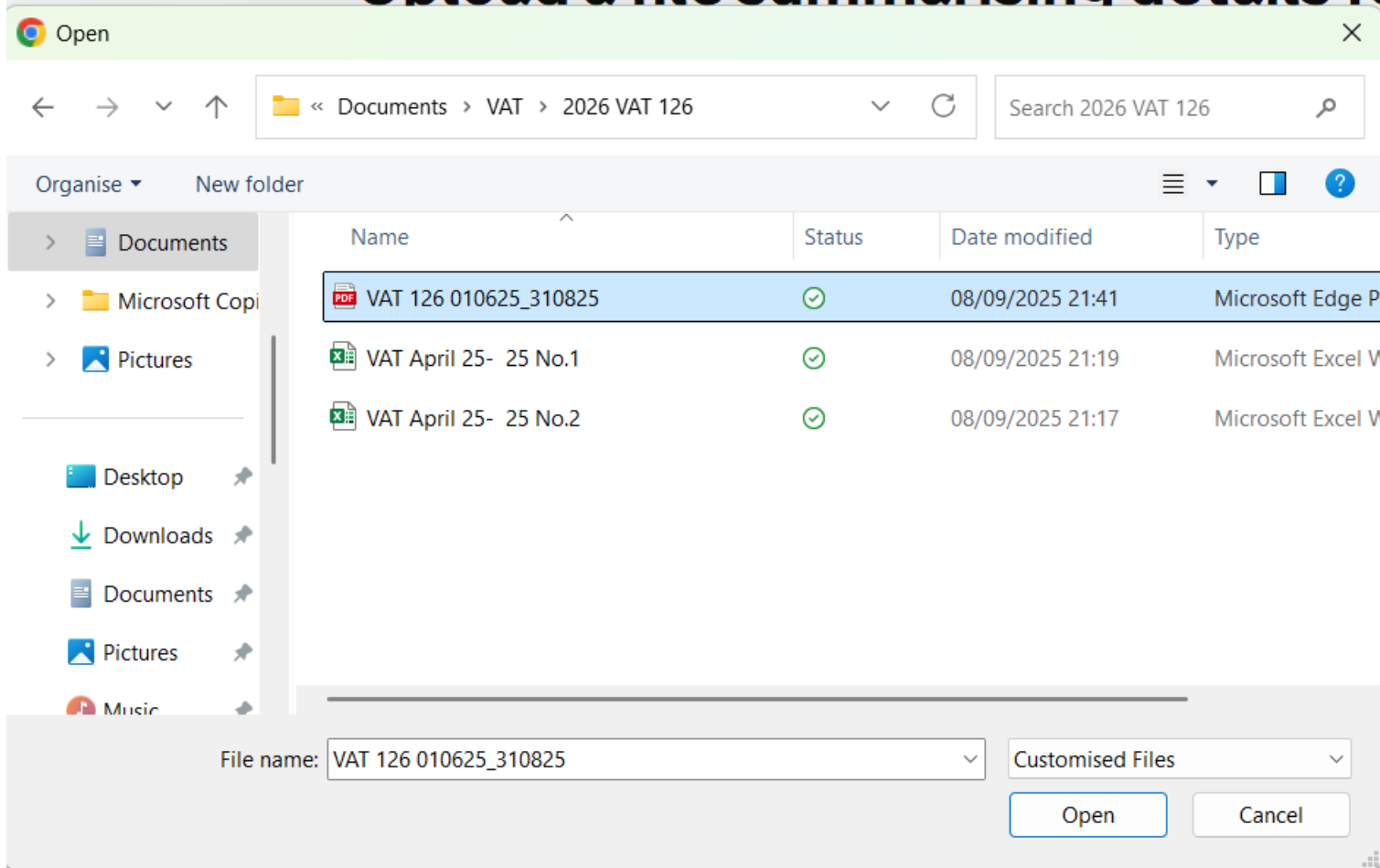
Are you claiming a VAT refund of £100 or more? Yes

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



Choose file No file chosen

Upload file

Save and come back later

Success

File uploaded

VAT 126 010625_310825.pdf was successfully uploaded

**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

Claim submitted

Your reference is
NKL4-4POV-EY5T

We sent a confirmation email to **clerk@shapwickparishcouncil.org.uk** with your submission reference. For security reasons, the email will not include a copy of your answers.

 [Print or save a copy of your refund request \(opens in new tab\)](#)

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”

The screenshot shows the Scribe web application interface. The left-hand navigation menu includes options like Home, Academy, Transactions, Bank, Quick Views, Budgeting, Reserves, and VAT. The VAT section is expanded, showing VAT Summary, VAT List, and VAT Form 126. The main content area displays the VAT Form 126 for Shapwick Parish Council, covering the period from 01/04/2025 to 31/03/2026. A 'Filter records' sidebar on the right allows filtering by date range (From: 01/06/2025, To: 31/08/2025) and VAT status (All). The bottom of the screen shows a Windows taskbar with various application icons and a weather widget indicating light rain.

VAT Form 126

VAT Form 126 allows you to produce VAT lists and reports to check on your current VAT position and to make your VAT returns. You can report VAT as at a specific date for the VAT returns. Scribe assumes that all payments appearing on the report have corresponding VAT invoices addressed to the council. If this is not the case, you should contact your supplier before making a claim. Alternatively the report can be downloaded to Excel and edited accordingly.

Shapwick Parish Council

Form 126 Schedule - VAT between 01/04/2025 to 31/03/2026

Invoice Date	Organisation on Invoice	Supplier VAT Reg No	Supplier	Desc
12/03/2025	Shapwick Parish Council	429896826	Cartridge Hub	Printer Ink
23/03/2025	Shapwick Parish Council	143215014	Mole Valley	Chain for play area gate
11/04/2025	Shapwick Parish Council	38361709	Signomatic	Sign for games box
14/04/2025	Shapwick Parish Council	701256770	R T Signs	Play Area Sign
29/04/2025	Shapwick Parish Council	841025171	Webglu Ltd	Website & email hosting
30/04/2025	Shapwick Parish Council	536306617	Dave Gardner	Ground Work Play Area
02/05/2025	Shapwick Parish Council	32009370	Home Bargains	Hose Pipe for Play Area
04/05/2025	Shapwick Parish Council	586074708	Gwilliams of Edington	Gift to Villager for support
02/06/2025	Shapwick Parish Council	862712227	CRS Building Supplies	Materials for Bee Mour
09/06/2025	Shapwick Parish Council	9417451	Starboard Systems Limited	Software Licence and i
10/06/2025	Shapwick Parish Council	143215014	Mole Valley	Gate Catch fro Play Ar
19/06/2025	Shapwick Parish Council	336725881	Wickes	Padlock for Table tenni
19/06/2025	Shapwick Parish Council	336725881	Wickes	WD 40 for swings
10/07/2025	Shapwick Parish Council	9417451	Starboard Systems Limited	Monthly Subscription
14/07/2025	Shapwick Parish Council	781908007	UK Safety Store	H&S Signs for Village C
22/07/2025	Shapwick Parish Council	6094035	Somerlap	Wood for village green
27/07/2025	Shapwick Parish Council	876328389	Playsafety Limited	Annual Safety Inspecti
01/08/2025	Shapwick Parish Council	9417451	Starboard Systems Limited	Scribe Accounts Subsc
19/08/2025	Shapwick Parish Council	GB 359887618	Sam Vigar	Wall Repairs
22/08/2025	Shapwick Parish Council	429896826	Cartridge Hub	Printer Ink
30/08/2025	Shapwick Parish Council	660454836	Sainsburv	Hole Punch

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

VAT Form 126 - Scribe Account

app.scribeaccounts.com/ReportSummary/VATForm126

Scribe

Shapwick Parish Council
Graham Croucher

Actions

Home

Academy

2025

Trans

Bank

Quick

Budg

Reserve

VAT

VAT Summary

VAT List

VAT Form 126

Save As

Documents > VAT > 2026 VAT 126

Search 2026 VAT 126

Organise

New folder

Name

Status

Date modified

Type

VAT 126 010625_310825

Microsoft Edge P

File name: GetVATForm126

Save as type: PDF File

Save

Cancel

9 September 2025 (2025 - 2026)

Shapwick Parish Council

between 01/06/2025 to 31/08/2025

Supplier	Desc	VAT
CRS Building Supplies	Materials for Bee Mound	31.12
Mole Valley	Gate Catch fro Play Area	1.00
Wickes	Padlock for Table tennis tat	1.50
Wickes	WD 40 for swings	1.33
Starboard Systems Limited t/a	Monthly Subscription	6.20
UK Safety Store	H&S Signs for Village Gree	14.28
Somerlap	Wood for village green sign	7.73
Playsafety Limited	Annual Safety Inspection	16.00
Starboard Systems Limited t/a	Scribe Accounts Subscriptic	6.20
Sam Vigar	Wall Repairs	351.80
Cartridge Hub	Printer Ink	5.21
Sainsbury	Hole Punch	1.42

Amount of VAT you can claim for this period is £443.79

Trending videos

A Big Bold Beau...

Search

17:03

09/09/2025

