

PRINCIPLES OF TAXATION
SUMMATIVE ASSESSMENT

Module #	331301000-KM-06
NQF Level	L05
Notional hours	100
Credit(s)	Cr10
Development Quality Partner	Quality Council for Trades and Occupations (QCTO)
Occupation Specialization	or 331301000; Bookkeeper
Associated Occupation	Bookkeeper

Name	
Contact Address	
Telephone (H)	
Telephone (W)	
Facsimile	
Cellular	
E-mail	

Purpose:

The main focus of the learning in this knowledge module is to build an understanding of the overview of the South African tax system as it applies to all forms of income, general deductions and all classification of taxpayers. On completion of this module students will have a detailed knowledge of the Income Tax Act, the

Topic elements to be covered include:

- ✓ KM-06-KT01: Employees tax and provisional tax (10%)
- ✓ KM-06-KT02: Rules imposed upon employers in relations to employee taxation (10%)
- ✓ KM-06-KT03: Provisions of the VAT and the Income Tax Act that affect the computation and completion of the following: VAT, Employee taxes, VAT 501, EMP 501, IT 12 (individuals) and IT 14 (business) (30%)
- ✓ KM-06-KT04: Provisions of the VAT Act that affect the computation of VAT (10%)
- ✓ KM-06-KT05: Provisions of the Income Tax Act affecting the computation of employee taxes (10%)
- ✓ KM-06-KT06: Gross income (10%)
- ✓ KM-06-KT07: Deductions and allowances and exemptions (10%)

Exemptions

None

Entry Requirements:

A NQF Level 4 qualification with Mathematical Literacy and Communication in English.

Provider Accreditation Requirements for the Knowledge Module

Physical Requirements:

- ✓ The provider must have lesson plans and structured learning material or provide learners with
- ✓ Access to structured learning material that addresses all the topics in all the knowledge modules.

In addition, the following must be provided:

- A computer with the necessary software per student in class
- Printers
- Access to internet facilities

Provider Accreditation Requirements for the Knowledge Module

Human Resource Requirements:

- ✓ Lecturer/learner ratio of 1:20 (Max)
- ✓ Lecturers need to be qualified at a Level 6 or higher in the relevant field or have at least 5 years' relevant experience in Computerised Financial Systems.
- ✓ It would be advantageous if lecturers are registered with a relevant accounting Professional Body for Continuous Professional Development purposes
- ✓ Assessor and Moderator have professional recognition in the Computerised Financial Systems field

Provider Accreditation Requirements for the Knowledge Module

Legal Requirements:

- ✓ Legally compliant venue, (i.e. Fire protection services, OHS and other legislation)
- ✓ Code of Conduct
- ✓ Approved and accredited by the relevant AQP as per QCTO requirements

Venue, Date and Time:

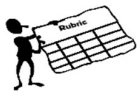
Consult your facilitator should there be any changes to the venue, date and/or time.

Assessments:

The only way to establish whether you are competent and have accomplished the learning outcomes is through continuous assessments. This assessment process involves interpreting evidence about your ability to perform certain tasks. You will be required to perform certain procedures and tasks during the training programme and will be assessed on them to certify your competence.

This module includes assessments in the form of self-evaluations/activities and exercises. The exercises, activities and self-assessments will be done in pairs, groups or on your own. These exercises/activities or self-assessments (Learner workbook) must be handed to the facilitator. It will be added to your portfolio of evidence, which will be proof signed by your facilitator that you have successfully performed these tasks.

Listen carefully to the instructions of the facilitator and do the given activities in the time given to you.

 Books	This icon means that other books are available for further information on a particular topic/subject.
 References	This icon refers to any examples, handouts, checklists, etc...
 Important	This icon represents important information related to a specific topic or section of the guide.
 Activities	This icon helps you to be prepared for the learning to follow or assist you to demonstrate understanding of module content. Shows transference of knowledge and skill.
 Exercises	This icon represents any exercise to be completed on a specific topic at home by you or in a group.
 Tasks/Projects	An important aspect of the assessment process is proof of competence. This can be achieved by observation or a portfolio of evidence should be submitted in this regard.
 Workplace Activities	An important aspect of learning is through workplace experience. Activities with this icon can only be completed once a learner is in the workplace
 Tips	This icon indicates practical tips you can adopt in the future.
 Notes	This icon represents important notes you must remember as part of the learning process.

IAC0101

The reasons behind the introduction of VAT are understood and explained orally

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0102

The effect of VAT on small businesses, customers and the country is explained using examples that illustrate the advantages and disadvantages

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0103

The rules and rates relating to VAT are applied to the transactions of a small business

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0104

VAT output and input tax is calculated in accordance with current VAT rules from gross figures. VAT procedures are applied to cash discounts and trade discounts

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0105

Invoices are produced using VAT calculations correctly

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0106

VAT transactions are recorded and kept according to organisational and bookkeeping practice

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0107

Adequate and accurate sources of information is obtained for the completion of VAT returns

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0108

VAT returns are completed using the records of VAT transactions to calculate the necessary entries

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0109

Check the supporting documentation for compliance with the provisions of the VAT Act

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0110

Check the accuracy of the VAT 201 in compliance with the provisions of the VAT Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0111

Check the accuracy of the EMP 201 in compliance with the provisions of the Income Tax Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0112

Prepare the reconciliations for the completion of VAT 501

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0113

Prepare the reconciliations for the completion of EMP 501

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0114

Completion of the IT 12 for submission in compliance with requirements of the Income Tax Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0115

Completion of the IT 14 for submission in compliance with requirements of the Income Tax Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0201

The reasons behind the introduction of VAT are understood and explained orally

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0202

The effect of VAT on small businesses, customers and the country is explained using examples that illustrate the advantages and disadvantages

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0203

The rules and rates relating to VAT are applied to the transactions of a small business

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0204

VAT output and input tax is calculated in accordance with current VAT rules from gross figures. VAT procedures are applied to cash discounts and trade discounts

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0205

Invoices are produced using VAT calculations correctly

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0206

VAT transactions are recorded and kept according to organisational and bookkeeping practice

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0207

Adequate and accurate sources of information is obtained for the completion of VAT returns

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0208

VAT returns are completed using the records of VAT transactions to calculate the necessary entries

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0209

Check the supporting documentation for compliance with the provisions of the VAT Act

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0210

Check the accuracy of the VAT 201 in compliance with the provisions of the VAT Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0211

Check the accuracy of the EMP 201 in compliance with the provisions of the Income Tax Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0212

Prepare the reconciliations for the completion of VAT 501

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0213

Prepare the reconciliations for the completion of EMP 501

Marks: 6

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IAC0214

Completion of the IT 12 for submission in compliance with requirements of the Income Tax Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0215

Completion of the IT 14 for submission in compliance with requirements of the Income Tax Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0301

The reasons behind the introduction of VAT are understood and explained orally

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0302

The effect of VAT on small businesses, customers and the country is explained using examples that illustrate the advantages and disadvantages

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0303

The rules and rates relating to VAT are applied to the transactions of a small business

Marks: 6

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IAC0304

VAT output and input tax is calculated in accordance with current VAT rules from gross figures. VAT procedures are applied to cash discounts and trade discounts

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IAC0305

Invoices are produced using VAT calculations correctly

Marks: 6

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IAC0306

VAT transactions are recorded and kept according to organisational and bookkeeping practice

Marks: 6

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IAC0307

Adequate and accurate sources of information is obtained for the completion of VAT returns

Marks: 5

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IAC0308

VAT returns are completed using the records of VAT transactions to calculate the necessary entries

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IAC0309

Check the supporting documentation for compliance with the provisions of the VAT Act

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IAC0310

Check the accuracy of the VAT 201 in compliance with the provisions of the VAT Act

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IAC0311

Check the accuracy of the EMP 201 in compliance with the provisions of the Income Tax Act

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IAC0312

Prepare the reconciliations for the completion of VAT 501

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Prepare the reconciliations for the completion of EMP 501

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IAC0314

Completion of the IT 12 for submission in compliance with requirements of the Income Tax Act

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IAC0315

Completion of the IT 14 for submission in compliance with requirements of the Income Tax Act

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IAC0401

The reasons behind the introduction of VAT are understood and explained orally

Marks: 5

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IAC0402

The effect of VAT on small businesses, customers and the country is explained using examples that illustrate the advantages and disadvantages

Marks: 6

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IAC0403

The rules and rates relating to VAT are applied to the transactions of a small business

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IAC0404

VAT output and input tax is calculated in accordance with current VAT rules from gross figures. VAT procedures are applied to cash discounts and trade discounts

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IAC0405

Invoices are produced using VAT calculations correctly

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IAC0406

VAT transactions are recorded and kept according to organisational and bookkeeping practice

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IAC0407

Adequate and accurate sources of information is obtained for the completion of VAT returns

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IAC0408

VAT returns are completed using the records of VAT transactions to calculate the necessary entries

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IAC0409

Check the supporting documentation for compliance with the provisions of the VAT Act

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IAC0410

Check the accuracy of the VAT 201 in compliance with the provisions of the VAT Act

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IAC0411

Check the accuracy of the EMP 201 in compliance with the provisions of the Income Tax Act

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IAC0412

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IAC0414

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IAC0501

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IAC0502

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IAC0503

The rules and rates relating to VAT are applied to the transactions of a small business

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IAC0504

VAT output and input tax is calculated in accordance with current VAT rules from gross figures. VAT procedures are applied to cash discounts and trade discounts

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IAC0505

Invoices are produced using VAT calculations correctly

Marks: 6

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IAC0506

VAT transactions are recorded and kept according to organisational and bookkeeping practice

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IAC0507

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IAC0508

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IAC0509

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IAC0510

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IAC0512

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IAC0601

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IAC0602

The effect of VAT on small businesses, customers and the country is explained using examples that illustrate the advantages and disadvantages

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IAC0603

The rules and rates relating to VAT are applied to the transactions of a small business

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IAC0604

VAT output and input tax is calculated in accordance with current VAT rules from gross figures. VAT procedures are applied to cash discounts and trade discounts

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IAC0605

Invoices are produced using VAT calculations correctly

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IAC0606

VAT transactions are recorded and kept according to organisational and bookkeeping practice

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IAC0607

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IAC0608

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IAC0609

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IAC0610

Check the accuracy of the VAT 201 in compliance with the provisions of the VAT Act

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IAC0611

Check the accuracy of the EMP 201 in compliance with the provisions of the Income Tax Act

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IAC0612

Prepare the reconciliations for the completion of VAT 501

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IAC0613

Prepare the reconciliations for the completion of EMP 501

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IAC0614

Completion of the IT 12 for submission in compliance with requirements of the Income Tax Act

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IAC0615

Completion of the IT 14 for submission in compliance with requirements of the Income Tax Act

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IAC0701

The reasons behind the introduction of VAT are understood and explained orally

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0702

The effect of VAT on small businesses, customers and the country is explained using examples that illustrate the advantages and disadvantages

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0703

The rules and rates relating to VAT are applied to the transactions of a small business

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0704

VAT output and input tax is calculated in accordance with current VAT rules from gross figures. VAT procedures are applied to cash discounts and trade discounts

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0705

Invoices are produced using VAT calculations correctly

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0706

VAT transactions are recorded and kept according to organisational and bookkeeping practice

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0707

Adequate and accurate sources of information is obtained for the completion of VAT returns

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0708

VAT returns are completed using the records of VAT transactions to calculate the necessary entries

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IAC0709

Check the supporting documentation for compliance with the provisions of the VAT Act

Marks: 5

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IAC0710

Check the accuracy of the VAT 201 in compliance with the provisions of the VAT Act

Marks: 6

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IAC0711

Check the accuracy of the EMP 201 in compliance with the provisions of the Income Tax Act

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IAC0712

Prepare the reconciliations for the completion of VAT 501

Marks: 6

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IAC0713

Prepare the reconciliations for the completion of EMP 501

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IAC0714

Completion of the IT 12 for submission in compliance with requirements of the Income Tax Act

Marks: 6

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IAC0715

Completion of the IT 14 for submission in compliance with requirements of the Income Tax Act

Marks: 6

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IAC0801

The reasons behind the introduction of VAT are understood and explained orally

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0802

The effect of VAT on small businesses, customers and the country is explained using examples that illustrate the advantages and disadvantages

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0803

The rules and rates relating to VAT are applied to the transactions of a small business

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0804

VAT output and input tax is calculated in accordance with current VAT rules from gross figures. VAT procedures are applied to cash discounts and trade discounts

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0805

Invoices are produced using VAT calculations correctly

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0806

VAT transactions are recorded and kept according to organisational and bookkeeping practice

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0807

Adequate and accurate sources of information is obtained for the completion of VAT returns

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0808

VAT returns are completed using the records of VAT transactions to calculate the necessary entries

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0809

Check the supporting documentation for compliance with the provisions of the VAT Act

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0810

Check the accuracy of the VAT 201 in compliance with the provisions of the VAT Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0811

Check the accuracy of the EMP 201 in compliance with the provisions of the Income Tax Act

Marks: 6

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IAC0812

Prepare the reconciliations for the completion of VAT 501

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0813

Prepare the reconciliations for the completion of EMP 501

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0814

Completion of the IT 12 for submission in compliance with requirements of the Income Tax Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0815

Completion of the IT 14 for submission in compliance with requirements of the Income Tax Act

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

Facilitator Feedback & Remarks	
Assessment Judgement	
Competent(Tick/Cross) ☐	Not Yet Competent(Tick/Cross) ☐
Action/s required (if any):	
By when:	
Learner Feedback & Comments	

Declaration by the Learner

I (Learner) declare that I am satisfied that the feedback given to me by the Facilitator was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment event.

Declaration by the Facilitator

I (Facilitator) hereby certify that I have examined the learner workbook and I am satisfied with the evidence provided by the learner.

Declaration by the Assessor

I (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.

Learner (Sign)	Date	Facilitator (Sign)	Date
Assessor (Sign)	Date	Moderator (Sign)	Date