

VAT MARGIN CALCULATION SUPPORT RECORD

UK garage / dealer invoice, payment and accounts record template

Important: This template is a general business document for recording vehicle invoices, receipts, payments, refunds, VAT treatment and sales ledger records. It is not legal, tax, accounting or financial advice. Have it checked by a qualified adviser for your exact business, VAT position, sales process and jurisdiction before relying on it.

Form reference / invoice number:	Date:	Staff member:
Vehicle registration:	Customer / buyer:	Invoice / receipt reference:

Purpose

Used to support the invoice where the vehicle is sold under the margin scheme.

Compliance note: GOV.UK says businesses using a margin scheme must record certain information for each item they buy and sell under the scheme and must keep VAT records for 6 years. (gov.uk)

Details to Record

Stock number:	Vehicle registration:
Purchase price:	Sale price:
Gross margin:	VAT due on margin:
Net margin after VAT:	Purchase invoice attached? Yes / No:
Sales invoice attached? Yes / No:	Stockbook updated? Yes / No:
Checked by:	Date checked:

Notes / Supporting Evidence

Notes, supporting evidence, payment references, accounting checks or follow-up action:

Signatures / Authorisation

Customer / seller signature: _____	Garage representative signature: _____
Date: _____	Time / reference: _____