

# BANK TRANSFER RECEIPT FORM

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 when payment is made by bank transfer.

## Details to Record

Customer full name:	Vehicle registration:
Amount received:	Payment date:
Bank reference:	Sender account name:
Invoice number:	Funds cleared? Yes / No:
Bank statement checked? Yes / No:	Staff member confirming receipt:
Vehicle release approved? Yes / No:	

## 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: _____