

# CASH PAYMENT 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 where a customer pays part or all of the balance in cash.

Compliance note: If a UK business accepts or makes high-value cash payments of EUR10,000 or more, or the equivalent in any currency, for goods, it may need to register with HMRC as a high value dealer under money laundering regulations. (gov.uk)

## Details to Record

Customer full name:	Vehicle registration:
Cash amount received:	Date received:
Staff member receiving cash:	Cash counted by:
Second staff check:	Payment allocated to invoice number:
Cash threshold check completed? Yes / No:	Source of funds form required? Yes / No:
Customer signature:	

## 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: _____