

MARGIN SCHEME INVOICE WORDING CHECKLIST

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 check that margin scheme invoices do not incorrectly show VAT separately.

Details to Record

Invoice number:	Customer name:
Vehicle registration:	Margin scheme applies? Yes / No:
Correct wording included? Yes / No:	VAT shown separately? Yes / No:
If VAT shown separately, correction required:	Checked by:
Manager/bookkeeper approval:	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: _____