CREDIT NOTE

UK VAT credit note: the fields follow HMRC VAT Notice 700, paragraph 18.2.3.

SAMPLE — fictional names and figures, for illustration only

CREDIT NOTE NO.
CN-0107

DATE OF ISSUE
10/09/2026

ORIGINAL VAT INVOICE NO.
INV-0981

ORIGINAL INVOICE DATE
02/09/2026

REASON FOR CREDIT
Goods returned by the customer

FROM (SUPPLIER): NAME AND ADDRESS

Example Trading Ltd
1 Sample Street
Exampletown

TO (CUSTOMER): NAME AND ADDRESS

Demo Customer Ltd
2 Placeholder Road
Testville

SUPPLIER VAT REGISTRATION NO.
GB 000 0000 00 (example)

CUSTOMER VAT NO. (OPTIONAL)

ITEMS CREDITED WITH VAT

DESCRIPTION	QTY	UNIT PRICE (£)	AMOUNT EXCL. VAT (£)
Office chair (returned)	1	120.00	120.00

Subtotal, excl. VAT (£) 120.00

ZERO-RATED OR EXEMPT ITEMS (no VAT credit allowed)

DESCRIPTION	QTY	UNIT PRICE (£)	AMOUNT (£)
Children's clothing (returned)	2	8.00	16.00

Zero-rated / exempt total (£) 16.00

Total credited, excluding VAT (£)	136.00
VAT rate %	20%
VAT credited (£)	24.00
Of which zero-rated / exempt, no VAT credit (£)	16.00
TOTAL CREDIT (£)	**160.00**

[ ] This is not a credit note for VAT (tick only if no VAT adjustment is made)

Use the VAT rate that was in force at the tax point of the original supply (VAT Notice 700, para 18.2.5).