CREDIT NOTE

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

CREDIT NOTE NO.

DATE OF ISSUE

ORIGINAL VAT INVOICE NO.

ORIGINAL INVOICE DATE

REASON FOR CREDIT

SUPPLIER VAT REGISTRATION NO.

CUSTOMER VAT NO. (OPTIONAL)

FROM (SUPPLIER): NAME AND ADDRESS

TO (CUSTOMER): NAME AND ADDRESS

ITEMS CREDITED WITH VAT

DESCRIPTION	QTY	UNIT PRICE (£)	AMOUNT EXCL. VAT (£)

Subtotal, excl. VAT (£)

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

DESCRIPTION	QTY	UNIT PRICE (£)	AMOUNT (£)

Zero-rated / exempt total (£)

Total credited, excluding VAT (£)

VAT rate %

VAT credited (£)

Of which zero-rated / exempt, no VAT credit (£)

TOTAL CREDIT (£)

[ ] 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).