

What part of the form is scanned?

Currently we only scan the schedule on page 3 of the forms VAT65 and VAT65A. The VAT65/65A (CS) continuation sheet is also scanned.

This means that the information you supply on these pages is scanned and read by our computers.

Creating your own version of the schedule

You may want to produce your own version of the schedule. You may want to do this if you are an agent or if you have your own bespoke accounting software.

The UK office for VAT refunds are happy to accept alternative versions. But you must meet the requirements set out below.

Design requirements

- Your schedule must be set up as page size: A4, and page orientation: Landscape.
- Each schedule must include all the column headings exactly as shown in the table below. These must appear in the same order as shown below. See our schedules for how the column headings and schedule data should be set out.
- You must not leave out any column headings on the schedule.
- You must not put anything between the column headings and the schedule data.
- The schedule must not reduce in size when it is printed.
- The lines used to create the table for schedule data need to be 100% black with a line thickness of 1pt.
- The table for schedule data should start on the left at 20mm and finish on the right at 287mm.
- You can have more rows per page than shown on our schedules if you do not need to use more than one line of text per row to enter your schedule data. Never use more than two lines of text per row.
- You must send us two copies of each schedule.

Column	Description	Content	Lines of text per row	Maximum number of characters per row	Text Alignment
1	Number	Each row must have a unique number. Start with '1'	1	4	Centre, top
2	Nature of goods or services	Description. See <i>VAT 65/65A Notes</i>	2	15	Centre, top
3	Name of supplier	Name	2	15	Centre, top
4	Address of supplier	Full UK address	2	30	Centre, top
5	Vat Registration number	UK VAT Registration. 9 digits only	1	9	Centre, top
6	Date of invoice	Use DD MM YYYY format only. For example, 01 12 2008	1	8	Centre, top
7	Invoice number	Copy from invoice	2	10	Centre, top
8	Amount of tax	Amount of VAT in pounds sterling. Include pence. Do not use the '£' symbol. For example, 123.45	1	12 (including commas, decimal points and pence. For example 9,999,999.00)	Right, top
Total / Carried forward	Total or Carried forward	Page total, or total carried forward from previous page.	1	14 (including commas, decimal points and pence. For example 999,999,999.00)	Right, centre

Completing the schedule do's and don'ts

Do

- Use Arial or Courier 10pt or 11pt regular.
- Make sure that each row in each column has an entry.
- Use short to the point descriptions, for example 'Fuel', 'Car hire' and so on.
- Make sure that the columns for Number, VAT Registration number, Date of invoice and Amount of tax remain on one line only. They must not show across two lines of text .
- Make sure that the date is shown in the format DD MM YYYY, with spaces between Day, Month and Year.
- If you are an agent, include either your name or a logo on each schedule to help us identify it.
- Use pounds and pence, seperated by commas and a decimal point. For example 9,999,999.00.

Don't

- Use Arial or Courier font smaller than 10pt.
- Use the '£' symbol when showing amounts.
- Include any additional columns.
- Leave out any of the columns listed in the table on page 1.
- Change the order of the columns.
- Put more than one data item in each column.
- Complete the schedule by hand, or make corrections by hand.
- Include row numbers in column 1 for rows that do not have any schedule data.