Payment Form Sample Excel with VAT Calculation

This **payment form sample** in Excel is designed for accurate VAT calculation and easy expense tracking. It simplifies the process of itemizing payments and automatically computes the applicable VAT. Users can efficiently manage financial records with this comprehensive template.

Sample Table Preview

Item Description	Quantity	Unit Price	Subtotal	VAT Rate	VAT Amount	Total (incl. VAT)
Office Supplies	10	$15.00	=B2*C2	10%	=D2*E2	=D2+F2
Printer Cartridge	3	$45.00	=B3*C3	10%	=D3*E3	=D3+F3
Consulting Fee	1	$500.00	=B4*C4	10%	=D4*E4	=D4+F4
Totals			=SUM(D2:D4)		=SUM(F2:F4)	=SUM(G2:G4)

Instructions

1. Fill in the **Item Description**, **Quantity**, and **Unit Price** for each item or service.
2. The **Subtotal** is automatically calculated as Quantity × Unit Price (=B2*C2).
3. **VAT Rate** can be edited as required (e.g., enter 10% as 0.10 for calculation in Excel).
4. **VAT Amount** is calculated as Subtotal × VAT Rate (=D2*E2).
5. **Total (incl. VAT)** sums up Subtotal and VAT Amount (=D2+F2).
6. The Totals row auto sums each respective column.

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