

# Amazon Payout Reconciliation Template

**Important:** This template is for general information only and is not accounting, tax, or legal advice. VAT treatment and Amazon arrangements depend on specific facts, including entity type, VAT status, fulfilment locations, contractual terms, and reporting policies. This content is written for educational purposes and does not constitute professional advice or an offer of services. If you need advice for your business, you should speak to a qualified accountant or tax adviser.

## UK Amazon Sellers

This template is designed to help organise bookkeeping, support VAT reporting, and document Amazon payout reconciliation. It is intended to reflect concepts aligned with HMRC Making Tax Digital expectations and typical UK accrual accounting practices.

Use one template per settlement period.

### 1. Seller and Period Details

Seller Legal Name:

Amazon Seller ID:

Marketplace(s): UK / EU / US (specify)

Currency: GBP / EUR / USD

Settlement Period Start Date:

Settlement Period End Date:

Settlement Report ID:

Payout Initiation Date (per Seller Central):

Bank Receipt Date:

Purpose: Establishes the accounting period and links the reconciliation to a specific Amazon settlement.

### 2. Settlement Summary (Per Amazon Settlement Report)

Category	Amount	Notes
Gross product sales		
Shipping income		
Gift wrap income		
Promotional rebates (negative)		
Total gross revenue		

Adjustments	Amount	Notes
Refunds		
Chargebacks		

Reimbursements		
Other adjustments		

Amazon fees	Amount	VAT shown on invoice
Referral fees		
FBA fulfilment fees		
Storage fees		
Advertising fees		
Other Amazon fees		

Other items

	Amount
Account level reserve withheld	
Reserve released	

Net payout per settlement report:

Purpose: Helps separate the net payout into component parts for review.

### 3. VAT Treatment Review

Complete based on Amazon reports and invoices.

Item	VAT treatment	VAT amount	VAT box
UK standard-rated sales	Standard rate		Box 1 / Box 6 (as applicable based on transaction and VAT analysis)
UK zero-rated sales	Zero-rated		Box 6 where applicable based on VAT analysis
Marketplace facilitator sales	Amazon collected		Box 6 where Amazon is treated as the supplier for VAT purposes, based on circumstances
Amazon UK fees	Standard rate		Box 4 or as appropriate based on fee type and VAT treatment
Advertising fees	Standard rate		Box 4 or as appropriate based on advertising fee VAT treatment
EU or non-UK fees	As invoiced		Review

VAT reviewed against source invoices: Yes / No

Any VAT anomalies noted:

Purpose: Documents VAT logic without asserting certainty.

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#### **4. Clearing Account Reconciliation**

Amazon Clearing Account Name:

Currency:

Description	Amount
Opening clearing balance	
Settlement journal posted	
Payout cleared to bank	
FX differences	
Reserves held	
Reserves released	
Other adjustments	
Closing clearing balance	

Expected closing balance:

- Zero
- Reserve balance
- Pending payout

If not zero, explanation:

Purpose: Demonstrates control over settlement timing and reserves.

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#### **5. Bank Reconciliation**

Bank Account:

Bank transaction reference:

Amount received:

Does the bank receipt match the cleared settlement amount?

Yes / No

If no, reason (select and explain):

- Account level reserve
- FX conversion
- Advertising charge outside settlement
- Consolidated multi-marketplace payout
- Other

Supporting evidence attached: Yes / No

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## 6. Timing and Cut-Off Review

Were any of the following present?

Item	Yes / No	Notes
Refunds relating to prior periods		
Chargebacks resolved this period		
Sales dispatched near period end		
Deferred settlement items (DD+7)		

Accruals or adjustments required: Yes / No

If yes, describe:

Purpose: Supports correct period allocation under accrual accounting.

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## 7. Multi-Currency Review (if applicable)

Settlement currency:

Payout currency:

Item	Amount
Settlement amount (foreign currency)	
Bank receipt (GBP)	
FX difference recognised	

FX difference posted to:

- FX gain
- FX loss

Clearing account revalued at period end: Yes / No

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## 8. Common Error Checks

Confirm the following:

- Clearing account reviewed and explained
- No duplicate settlement journals
- No missing settlement periods
- VAT tax codes reviewed post-August 2024 changes
- Reimbursements not treated as sales

Any issues identified:

Corrective action taken:

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## **9. Evidence Retained**

Attach or store the following:

- Amazon settlement report (CSV or PDF)
- VAT Transactions Report
- Amazon fee invoices
- Reimbursement or inventory adjustment reports
- Bank statement showing payout

Storage location reference:

Retention period:

- UK records: typically 6 years
  - OSS/IOSS records: typically 10 years subject to local requirements
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## **10. Review and Sign-Off**

Prepared by:

Date:

Reviewed by:

Date:

Notes for future periods:

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## **How to Use This Template**

This template is intended to be completed:

- For each Amazon settlement period
- As part of month-end bookkeeping
- Before VAT return preparation

It is intended to provide a clear audit trail linking Amazon data, accounting records, and bank receipts.

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