



TAX INVOICES  
for supply of Goods or Services to the Avon Descent

A Tax Invoice is acceptable providing it contains the elements in the sample Invoice (next page). It does not have to be identical - it just has to have the key elements:

- Supplier Name
- Supplier Address
- ABN (if applicable)
- Recipient Name (Northam's Avon Descent Association)
- Recipient Address
- Date
- Total Amount of Invoice

If an Invoice is received that does not have these key elements it will be returned and not paid until compliant.

NOTES on ABN

<b>No ABN</b>	<b>ABN Registered for GST</b>	<b>ABN Not registered for GST</b>
You must supply a Statement by a Supplier (see page 3).	By law you must include GST as a component of your total invoice price.	It is an offence to include GST in the invoice price.





Statement by a supplier

Complete this statement if the following applies:

- you are an individual or a business
you have supplied goods or services to an other enterprise (the payer), and
you are not required to quote an Australia business number (ABN).

Payers must withhold 46.5% of the total payment it makes to you for a supply that you make as part of your enterprise you carry on in Australia, unless an ABN has been quoted or there is no need to quote an ABN.

HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
Use BLOCK LETTERS and print one character in each box.
Place X in all applicable boxes.

Grid for printing characters: S M I T H S T

Payers can check ABN records of suppliers by visiting www.abr.business.gov.au or phoning 13 72 26 24 hours a day, 7 days a week.

Section A: Supplier details

1 Your name?

Grid for entering name: 40 boxes

2 Your address?

Grid for entering address: 40 boxes
Suburb/town State/territory Postcode

3 Your reason/s for not quoting an ABN? Place X in the appropriate box/es.

- The payer is not making the payment in the course of carrying on an enterprise in Australia.
The supplier is an individual aged under 18 years and the payment does not exceed \$120 a week.
The payment does not exceed \$75, excluding any goods and services tax (GST).
The supply that the payment relates to is wholly input taxed.
The supplier is an individual and has given the payer a written statement to the effect that the supply is either:
made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
wholly of a private or domestic nature (from the supplier's perspective).
The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
The whole of the payment is exempt income for the supplier.

Section B: Declaration

Under pay as you go (PAYG) legislation and guidelines administered by the Tax Office, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

Grid for entering name of supplier: 40 boxes

Signature of supplier (or authorised person)

Large box for signature

Daytime phone number

Grid for entering phone number: 10 boxes

Date

Grid for entering date: Day / Month / Year

Penalties apply for deliberately making a false or misleading statement.

Do not send this statement to the Tax Office. Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for 5 years.