

## Guide to Creating a Tax Invoice

Your tax invoice to the Regional Arts WA **must** include the following information:

- The words 'Tax Invoice'
- The date of invoice
- Invoice to: Regional Arts WA
- From: who the invoice is from (i.e. yourself as an individual or sole trader, a company or an auspicing organisation) and contact details. If you have nominated an auspice organisation the invoice *must* be from them.
- An email address or phone number in case we need to follow up with you about your invoice.
- ABN – *must* be the same ABN as the ABN listed in the Acceptance of Conditions of Grant form (your contract).
- For: The application ID number, grant program, and project title. Please do not itemise the expenses as this tax invoice is for the grant only.
- Your Bank Details so that we know where to pay the money to.
- Grant amount (plus GST if applicable).
  - If you are registered for GST, you are entitled to add GST to the grant amount. Please ensure you show a total payable amount aswell.
  - If you are NOT registered for GST, state that you are not registered for GST and simply invoice for the grant amount only, with \$0 for GST.

**SAMPLE INVOICE ONLY**

**TAX INVOICE #001 (please provide a number)**

**Date:** 15 March 2019

**To:** Regional Arts WA  
PO Box 7012  
CLOISTERS SQUARE WA 6850

**From:** John Citizen  
24 Smith Street  
DALWALLINU WA 6609  
Email: jcitizen@hotmail.com

**ABN:** 37 622 568 30 (ABN must belong to the person/organisation listed above)

**For:** WAREL2020-07-23 Regional Arts Resilience Grant for "The Town of.."project  
(APPLICATION ID NUMBER/ Grant Type / Project Title)

**AMOUNT:** \$8,000 Grant  
\$ 0 GST (relevant only if you are registered for GST)  
\$8,000 TOTAL PAYABLE

**GST Statement:** Please note I am not registered for GST (if appropriate)

**Please pay to:** Bank:  
BSB (6 digit number)  
Account Name:  
Account Number