

Guide to Creating a Tax Invoice

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

- The words '**Tax Invoice**'
- The date that you have created the invoice
- The name, address and ABN of the company who you are asking for payment from *(in this case it is Regional Arts WA):
 - Regional Arts WA, PO Box 7012, Cloisters Square, 6850. ABN 81 165 913 876
- The name of the person or organisation that the invoice is from (i.e. yourself as an individual or sole trader, a company or an auspicing organisation) and yours or their 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.
- Australian Business Number (ABN) – this *must* be the same ABN as the ABN that you put into the Acceptance of Conditions of Grant form (your contract).
- A description of what the payment is for: In this case please put your Grant Application Reference Number, the grant program, and project title. Please do not list all the expenses separately as this tax invoice is for the full amount of the grant only. (You will be able to provide receipts after your project or activity has finished when you write your report.)
- Your Bank Details: The name of the Bank, the BSB and Account Number so that we can make a payment to you.
- The 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 the grant amount, the GST and then calculate the total amount payable.

If you are NOT registered for GST, please write **I am not registered for GST** and simply invoice for the grant amount only, with \$0 showing for GST.

SAMPLE TAX INVOICE ONLY

TAX INVOICE

Reference Number: #001 (please provide a reference number for your invoice)

Date: 15 March 2019

To: Regional Arts WA
PO Box 7012
CLOISTERS SQUARE WA 6850
ABN: 81 165 913 876

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:
"My really awesome Arts Project"

AMOUNT: **\$8,000 (Grant)**
\$ 0 (GST) *this is 10% on top of the grant – only add this if you are registered for GST)*
\$8,000 TOTAL AMOUNT

Please note I am not registered for GST (Please delete if this is not true)

Please pay to: Bank Name:
BSB: (make sure this is a 6 digit number)
Account Name:
Account Number: