

Creating a Tax Invoice Guide

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 – details as per the sample below
- from: Who the invoice is from (i.e. a company, individual artist or auspicing body) and contact details
- ABN – *must* be the ABN for the company, individual artist or auspicing body that the invoice is from
- 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.
- Grant amount (plus GST if applicable).
 - If you are registered for GST, you are entitled to add GST to the grant amount.
 - 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	
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 <i>(ABN must belong to the person/organisation listed above)</i>
For:	WAREL2020-07-23 Regional Arts Resilience Grant for "The Town of.." project <i>(APPLICATION ID NUMBER_Grant Type_Project Title)</i>
AMOUNT:	<u>\$8,000</u> Grant <u>\$ 0</u> GST <i>(relevant only if you are registered for GST)</i> <u>\$8,000</u> TOTAL PAYABLE