

REQUIREMENTS FOR CREATING TAX INVOICES & INVOICES



Level 2, 130 Commercial Road
Teneriffe QLD 4005 Australia
PO Box 15094
Brisbane City East Qld 4002
Australia
TELEPHONE: (+617) 3248 0500

E-MAIL: screenqld@screenqld.com.au
WEB: www.screenqld.com.au

If you ARE registered for GST

To ensure that your payment is made promptly, you must supply a "Tax Invoice".

Creating your Tax Invoice, you must:

1. Prominently state the words "Tax Invoice"
2. Set out your business name (or trading name) and business address
3. Include your ABN number on the Tax Invoice (Screen Queensland conducts checks to ensure the name on the invoice is registered to the ABN)
4. Include our name
Screen Queensland Pty Ltd
PO Box 15094
City East Brisbane Qld 4002
ABN 20 056 169 316
5. Date of issue
6. Brief description of each item / service supplied
7. Payment details (i.e.: Account name, BSB, Account Number)
8. Total invoice amount including GST (the total amount we are being invoiced for)
9. The GST amount
10. Remittance email address

If your tax invoice is submitted incorrectly, the payment process will be suspended until we receive an amended invoice from you. This can sometimes mean that payment will not be processed until the following week.

If you are NOT Registered for GST

If your business is not GST registered you cannot include GST on your invoices.

You may have an Australian Business Number (ABN) but you may not be GST registered. These are two separate things. This may occur if your business turnover is under \$75,000.

There should be no reference to "tax invoice" or "GST" on an ordinary invoice, if you are not GST registered.

Creating your Invoice, you must:

1. Only issue an Invoice (not a Tax Invoice)
2. Set out your business name
3. Include your ABN number on the invoice (Screen Queensland conducts checks to ensure the name on the invoice is registered to the ABN)
4. Include our name
Screen Queensland Pty Ltd
PO Box 15094
City East Brisbane Qld 4002
ABN 20 056 169 316
5. Date of issue
6. Brief description of each item / service supplied
7. Payment details (i.e.: Account name, BSB, Account Number)
8. Total invoice amount (the total amount we are being invoiced for)
9. Remittance email address

If your invoice is submitted incorrectly the payment process will be suspended until such time as we receive an amended invoice. This can mean that payment will not be processed until the following week.