

REQUIREMENTS FOR CREATING TAX INVOICES & INVOICES



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:

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

If you are NOT registered for GST:

If your business is not GST registered you cannot include GST on your invoice. 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 tax invoice, you must:

- Only issue an "Invoice" (not a Tax Invoice)
- Write your business name (or trading name)
- Include your business address, phone number and remittance email address
- Include your ABN number on the invoice (Screen Queensland conducts checks to ensure the name on the invoice is registered to the ABN)
- Include our name, address and ABN:
 - **Screen Queensland Pty Ltd**
PO Box 15094
City East Brisbane Qld 4002
ABN 20 056 169 316
- Brief description of each item/ service supplied
- Payment details (i.e. Account name, BSB, Account Number)
- Total invoice amount (the total amount we are being invoiced for)

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.

For auditing purposes, Screen Queensland will phone new supplier to confirm bank details.

SCREEN QUEENSLAND CONTACT INFORMATION

Office:
Level 2 / 130
Commercial Road
Teneriffe QLD 4005

Postal:
PO Box 15094
Brisbane City East
QLD Australia 4002

(+617) 3248 0500
screenqld@screenqld.com.au

www.screenqueensland.com.au