NovaCashFlowFinance

REQUIREMENTS OF A TAX INVOICE

- [ ] MUST STATE THAT THE DOCUMENT IS INTENDED TO BE A TAX INVOICE
- [ ] MUST STATE THE SELLER'S IDENTITY
- [ ] MUST STATE THE SELLER'S ABN
- [ ] MUST CONTAIN THE DATE THE INVOICE WAS ISSUED
- [ ] A BRIEF DESCRIPTON OF THE ITEMS SOLD, INCLUDING QUANTITY AND THE PRICE
- [ ] THE GST AMOUNT PAYABLE - SHOWN SEPARATELY, OR AS A STATEMENT SAYING 'TOTAL PRICE INCLUDING GST'
- [ ] THE EXTENT TO WHICH EACH SALE IS A TAXABLE SALE (THAT IS, THE EXTENT TO WHICH EACH SALE INCLUDES GST)

(SOURCE: ATO 2021)

TO MEET THE AUSTRALIAN TAX OFFICE REQUIREMENTS AND TO ENSURE THE SMOOTH PAYMENT OF YOUR TAX INVOICES, FOLLOW THE CHECKLIST ON PAGE ONE AND THE DIAGRAM BELOW.

1 Tax invoice

2 Windows to Fit Pty Ltd
ABN: 32 123 456 789 3

15 Burshag Road
Festler NSW 2755

4 **Date:** 1 August 2018

To: Building Company
254 Burshag Road
Festler NSW 2755

Description of supply	Total
Window frames 5	$825
TOTAL PRICE INCLUDING GST	$825 6 + 7

1300 138 186
operations@ncff.com.au