



What is a valid GST tax invoice?

When your business earns over \$75,000 in gross income, you will be required to collect GST and fill out a BAS statement. As a part of this legal requirement, you will need to issue a tax invoice to your customers, so that they know the GST component of their bill, and in turn the GST credits they can claim back.

To be legally compliant, your tax invoice of sales more than \$82.50 (including GST) will need to contain at least seven pieces of information. If a customer asks you for a tax invoice you must provide one within 28 days of their request.

What do you need to include in your tax invoice?

There are different requirements for tax invoice amounts below and over \$1,000. You'll need to be aware of the information that needs to be included to be legally compliant.

Tax Invoices of less than \$1,000

You must include enough information to clearly determine the following seven details:

1. Name of your business
2. ABN number
3. Tax invoice clearly stated
4. Date
5. Itemised goods or services provided

6. Total price including GST

7. The extent to which the invoice is a taxable sale

The example below shows the requirements of seven elements. The sale is clearly identified as being fully taxable using the words 'Total price including GST'.

The image shows a sample tax invoice with the following details:

- 1**: Brand Name (with logo)
- 2**: ABN (Australian Business Number)
- 3**: TAX INVOICE (title)
- 4**: Invoice# and Date
- 5**: Itemised list of goods/services with descriptions and prices
- 6 + 7**: TOTAL PRICE INCLUDING GST and the extent to which the invoice is a taxable sale

SL	Item Description	Price
1	Lorem Ipsum Dolor	\$55.00
2	Pellentesque id neque ligula	\$66.00
3	Interdum et malesuada fames	\$32.00

TOTAL PRICE INCLUDING GST: \$143.00

Payment Info: Account #, A/C Name, Bank Details

Terms & Conditions: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus...

Thank you for your business. Authorised Sign

What is a valid GST tax invoice?

Tax Invoices of more than \$1,000

The example below clearly shows the GST included in each column beneath the labelled column.

1. Name of your business
2. ABN number
3. Tax invoice clearly stated
4. Date
5. Itemised goods or services provided
6. GST component of price
7. Total price which clearly shows the overall GST paid

Pro Tax Tip: You don't need to supply your tax invoice in paper form. You can issue an invoice to a customer via electronic means.

You can provide a tax invoice that includes taxable and non-taxable items that are GST free or input-taxed. You must clearly state which items are taxable, as well as show each taxable sale, the amount of GST to be paid and that total amount to be paid.

There's no need to be overwhelmed. ITP The Income Tax Professionals help Australian business with their bookkeeping and business accounting needs. Whether it's one day a week or five, we tailor our service to suit your unique needs. Call a Professional today to discuss how we can help.

1 Brand Name
ABN XX XXX XXX XXX

2

3 TAX INVOICE

4 Invoice# 82148
Date 01 / 02 / 2020

5

SL	Item Description	Quantity	Unit price	GST	Price
1	Lorem Ipsum Dolor	1	\$500.00	\$50.00	\$550.00
2	Pellentesque id neque ligula	1	\$200.00	\$40.00	\$660.00
3	Interdum et malesuada fames	2	\$100.00	\$20.00	\$220.00

6

7

Sub Total: \$1,300.00
Tax: \$139.00
Total: \$1,439.00

Payment Info:
Account #: 0344 8478 9000
A/C Name: Lorem Ipsum
Bank Details: Add your bank details

Terms & Conditions
Lorem ipsum dolor sit amet,
 consectetur adipiscing elit. Pellentesque id neque ligula.

Thank you for your business

Authorized Sign

ITP The Income Tax Professionals are more than tax agents. They have been helping Australian individuals and businesses with their business accounting and advice for 50 years and offer a wealth of knowledge. Speak to a Professional today and see how your business can be more profitable.



THE INCOME TAX PROFESSIONALS