

GST FACT SHEET

WHAT IS A TAX INVOICE FOR GST PURPOSES?

OVERVIEW

A tax invoice is a document required by UoT to claim back the GST component of purchases, if UoT does not hold a tax invoice the GST paid on purchases will become an additional cost to the purchasing budget centre.

Generally, a tax invoice should be obtained for all purchases, (including credit card purchases), where GST has been included in the price. For more information on when a tax invoice should be obtained refer to UoT's GST Website at "Expenditure: Documentation Requirements for the GST".

Different arrangements apply to imports. Please refer to the fact sheet on imports.

EXPLANATION

A tax invoice can be any document that complies with the minimum requirements prescribed in the GST legislation and regulations.

Note: The Tax Invoice requirements detailed in this fact sheet also apply to circumstances where the University issues Tax Invoices and is the supplier of goods and services. Central University systems (including the FMIS) will be updated to comply with the requirements without additional user intervention.

Example of a Tax Invoice

6 TAX INVOICE		
7 July 2000	5	No. 9089712C
From: ABC Office Supplies	1	38 Lake Road
ABN 12 321 765 234	2	RESERVOIR VIC 3212
To: University of Tasmania	3	
Faculty of Commerce & Law	4	
Newnham Drive		
NEWNHAM Tas 7248		
Details	Quantity	Value
Bulk reams of paper → 8	100	9 450.00
HP laser print cartridges	3	402.00
Pack of asstd. whiteboard markers	15	291.00
GST → 10		114.30
Total	7	\$ 1,257.30

Information required on a Tax Invoice

The numbers below refer to the numbers contained in circles in the example of a tax invoice above.

1. Name of supplier of goods or services.
2. ABN of supplier.
3. Name of purchaser.*
4. Address or ABN of purchaser.*
5. Date of issue.
6. The words "tax invoice" stated on the document.
7. GST inclusive price.
8. Brief description of each item.
9. Quantity of the things supplied or the extent of the service supplied.*
10. GST amount included in the total price, or where GST is exactly 1/11th of the total price, a statement that the price is inclusive of GST.

* Items 3,4 and 9 are not required for invoices less than \$1,000 including GST.

REFERENCES

Section 29-70 - *A New Tax System (Goods and Services Tax) Act 1999* and Section 29-70 - *A New Tax System (Goods and Services Tax) Regulations 1999*.