

Requirements of a Tax Invoice

A guide to writing
a tax invoice

BY HANA SHAPIRA

OFFICIENCY



YOUR BUSINESS

ABN 12 345 678 999

Melbourne, VIC 3000
accounts@yourbusiness.com
+61 400 400 400



1 TAX INVOICE

Number : 01234

Invoice To :



Client Name

ABN 12 345 678 000

email@clientname.com



Invoice Date :

October 20, 2022

Payment Terms :

7 Days

Item	Qty	Price	Total
5 Service A	2	\$50	\$100
Service B	1	\$450	\$450

Payment Method:

Account Name : Your Business

BSB : 123-123

Account Number : 0123 4567



Total	\$550
GST 10%	\$55
Total includes GST	\$605
Due date	27/10/2022

Thank you

When to provide a tax invoice?

A tax invoice is provided when the business producing the invoice is registered for GST.

Information a tax invoice must include:

1. Document title: Tax Invoice
2. Business name
3. Australian Business Number (ABN)
4. Invoice date
5. Description of items sold, including quantity and price
6. GST amount payable - Can be shown separately for each line, or if GST apply to all products and services, as a statement which says 'Total price including GST'
7. For invoices over \$1,000 - Client identity or ABN



Additional information:

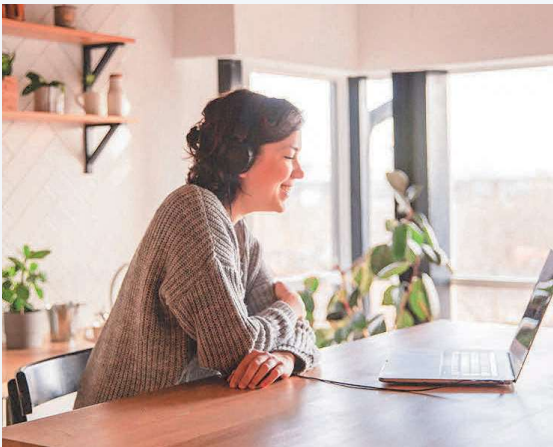
8. Business contact details, including email and phone number
9. Payment details, including bank details and payment terms/due date

How I can help you



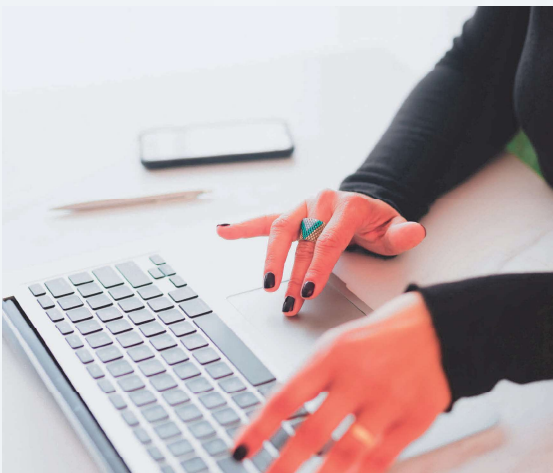
Software Services

Set-up, Training & Support



Expert Advice

One-on-one consultation



Bookkeeping & BAS

More support and advice



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