Tax Invoices

Information for CDATs and their auspice agencies

In brief, the information that needs to be on the tax invoice is:

- The words "**Tax Invoice**" stated prominently
- The name of the auspice agency (the agency that is managing CDAT funds and issuing the invoice) stated prominently.
- Contact details for the auspice agency:
    - Name and phone number of person handling accounts
    - Address of auspice agency
- The ABN of the auspice agency
- The name and address of the purchaser i.e.
- Community Engagement and Action
- **NSW Health**
- Locked Bag 961
- North Sydney NSW 2059
- The ABN of the purchaser i.e. NSW Health: **92 697 899 630**
- The date of issue of the tax invoice
- An invoice number, for reference purposes i.e. Invoice no. 26
- A brief description of what the invoice is for – i.e. name of CDAT and of project being funded.
- If two or more projects are being funded they need to be separately itemised, i.e.
    - Project funds: $2,500 + GST $250 = $2,750
    - Administration funds: $500 + GST $50 = $550
- The total amount being invoiced, including GST amount
- <u>Note:</u>
    - GST can only be claimed by agencies that are registered for GST.
    - GST amount should be added on to the total amount funded – i.e. if the CDAT received $500 they should invoice for $550, indicating that $500 is for the funded item and $50 is GST,
- Payment details – i.e. Electronic funds transfer info (of the auspice agency).