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## Checklist – Before Paying an Invoice

### Invoice checklist

You should not have any business expenses over \$75.00 where you do not at least have a record of the supplier's ABN.

### Supplier is not registered for GST

If the supplier is not registered for GST then you enter the full amount of the invoice in the relevant expense column but if the invoice is for more than \$75.00 you need to make sure you at least have their ABN.

### Supplier is registered for GST

If the supplier is registered for GST then the amount you enter in the relevant expense column is the net of GST amount (usually 10/11ths). This is the case whether you have a tax invoice with the appropriate entries or not. The absence of a valid tax invoice means you do not qualify to claim the GST back but you still do not qualify to claim the GST as an expense! To make the spreadsheet balance it will be necessary to put the GST component of the payment in the column titled 'GST where no tax invoice held'.

If the tax invoice for a GST supply exceeds \$82.50 (GST inclusive) you need to check that the invoice has the appropriate entries to qualify as a valid tax invoice before you qualify to claim a credit for the GST. For supplies over \$82.50 it must be clear that the document is intended to be a "tax or GST invoice" and show how much GST has been charged. It needs to contain the date, supplier's name and ABN. Details are needed of what is supplied, the quantity and price. If the invoice is for \$1,000 or more it must also contain your name or ABN.