

Swinburne Student Association

Tax Invoice Guidelines

All goods and services, of any form or nature, supplied to Swinburne Student Association (or any of Swinburne Student Association’s student clubs, associations or societies) must be accompanied by a valid Tax Invoice that satisfies both Australian tax requirements and our internal finance policies.

What is a valid Tax Invoice?

A valid and compliant Tax Invoice must contain the following information;

1. The words “Tax Invoice” on the top.

2. The supplier’s identity and contact information;

- Company name
- Address
- Telephone number
- Email address

3. The supplier’s ABN.

Note: If the supplier does not hold an ABN, withholding tax may be applied unless a *Statement by Supplier* is provided.

4. The invoice date and a unique invoice number.

5. The buyer’s identity and contact information;

Swinburne Student Association
H76 Ground Floor, GS Building
34 Wakefield Street
Hawthorn VIC 3122

6. A description of the goods and/or services provided, including the quantity (if applicable) and the unit price.

7. The GST amount (if any) payable.

Note: If the supplier is not registered for GST, the words “Not registered for GST” must be stated on the document.

8. The total amount payable inclusive of GST (if any).

9. The supplier’s payment information;

- Bank Name
- Account Name
- BSB
- Account Number

1 Tax Invoice

2 Tony’s Chocolates Pty Ltd

ABN 32 123 456 789 **3**

Sold To:

5 Swinburne Student Association
H76 Ground Floor, GS Building
34 Wakefield Street
Hawthorn VIC 3122

| Qty | Description of Supply | Unit Price | GST | Total |
|-----------------------------|-----------------------------|------------|----------|-------------------|
| 50 | Large Chocolate Bars | \$3.00 | \$0.30 | \$165.00 |
| 100 | Chocolate Buttons | \$1.50 | \$0.15 | \$165.00 |
| 25 | Hot Chocolate Sachets | \$4.00 | \$0.40 | \$110.00 |
| 1 | Chocolate Cart Hire (2 Hrs) | \$1,000.00 | \$100.00 | \$1,100.00 |
| SUBTOTAL | | | | \$1,400.00 |
| TOTAL GST | | | | \$140.00 |
| TOTAL AMOUNT PAYABLE | | | | \$1,540.00 |

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8 The total price includes GST

9 **EFT Payments**
Bank: Australian Savings Bank
Account Name: Tony’s Chocolates
BSB: 123-123
Account No: 987654
Reference: INV123456

Thankyou for your business.

15 Burshag Road
Festler NSW 2755
(02) 1234 1234
sales@tonys.com.au

Date: 01/08/2023
Invoice No: 123456 **4**

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A transition period is in place for invoices dated prior to 14 March 2025 that relate to the Swinburne Student Life (but are for Club events and purposes). These invoices will be accepted.

Invoices received after 14 March 2025 that are not addressed to Swinburne Student Association will not be accepted.

Swinburne Student Association

Tax Invoice Guidelines

A Tax Invoice is a legally binding document required by law to substantiate the transacting of goods or services in Australia. A supplier must provide a Tax Invoice to a buyer within 28 days of the goods or services being rendered.

Important Notes

1. A Tax Invoice is a legally binding document.
 - Under no circumstances should any party other than the supplier produce or amend a Tax Invoice for goods or services supplied by the supplier.
 - Tax Invoices which do not contain all of the requirements outlined in the [What is a valid Tax Invoice?](#) section of this document will not be processed.
2. Swinburne Student Association's payment terms are 10 business days (depending on how the transaction is administered).
 - In the case of funding administered via the Club issued Debit Card service, the payment terms are five business days.
 - In all other cases, payments are administered within a 10 day period of receipt for all seller Tax Invoices.
 - This is an indicator and there may be times where we process payments outside of this payment term window.
 - Student Life clubs, associations and societies are responsible for ensuring that suppliers understand and agree to our payment terms prior to any engagement, prior to submitting a Tax Invoice, and prior to submitting any request for funds.

Still have questions?

Contact us: Swinburne Student Association Clubs & Sport Team

Email: clubs@swin.edu.au