

## Grant Invoice Check List

When you're successful with a Council grant, you will be required to invoice Council to receive the payment. Your invoice to Council must comply with Australian Taxation Office requirements. Use this check list to ensure your invoice is compliant or it will be returned to you for correction.

### 1. GST Registration

There is a difference in invoice requirement depending on whether your organisation is or is not registered for GST. To check if your organisation's GST status go to the [ABN Lookup](#) website.

<p><b>NOT Registered for GST</b> If your organisation is not registered for GST, an INVOICE is required.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The invoice must be entitled 'INVOICE' and</li> <li><input type="checkbox"/> The invoice must include the statement 'Not Registered for GST'.</li> <li><input type="checkbox"/> The invoice must not include the word 'Tax' anywhere.</li> </ul>	or	<p><b>Registered for GST</b> If your organisation is registered for GST, a <b>TAX INVOICE</b> is required.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The invoice must be entitled 'TAXINVOICE' and</li> <li><input type="checkbox"/> The GST charged must be stipulated on the tax invoice.</li> <li><input type="checkbox"/> The invoice must include the word 'Tax'</li> </ul>
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### 2. Details of your organisation

Use the official name of your organisation, e.g., the incorporated or ABN registered name. Unofficial names such as Club names e.g. 'Bullets' or 'Sharks' etc. can only be used in addition to, but not instead of, the registered organisation name.

<ul style="list-style-type: none"> <li>• Official name of your organisation</li> <li>• Your organisations postal address</li> </ul>	<ul style="list-style-type: none"> <li>• Contact details – email &amp; phone</li> <li>• Your organisation's ABN number</li> </ul>
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### 3. Invoice To:

All grant invoices are over \$1,000 so the following must be included on invoices to Noosa Council for grants:

<ul style="list-style-type: none"> <li>• Noosa Council</li> <li>• PO Box 141 Tewantin QLD 4565</li> </ul>	<ul style="list-style-type: none"> <li>• ABN 97 969 214 121</li> </ul>
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### 4. Direct bank account deposit details:

<ul style="list-style-type: none"> <li>* Bank Account Name</li> <li>* Bank BSB</li> </ul>	<ul style="list-style-type: none"> <li>* Bank Account Number</li> </ul>
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### 5. For the description of product/services put the:

<ul style="list-style-type: none"> <li>* Grant Application ID number and</li> <li>* Grant Project Name (as per agreement)</li> </ul>	<ul style="list-style-type: none"> <li>* Grant amount (excluding GST)</li> <li>* 10% GST amount</li> <li>* Total amount (if GST registered)</li> </ul>
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### 6. New grant recipient or change in bank account details.

If the organisation's bank details have changed produce the following documentation to Council so we can update our records. Complete [Grant Account Form](#) and provide **proof of bank account details**.

<ul style="list-style-type: none"> <li>Grant Application ID number and</li> <li>A stamped and signed certified letter from your bank detailing your BSB &amp; Account Number.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant section of a bank statement identifying BSB, Account Number and your organisation name</li> </ul>
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**NOT Registered for GST**

<p><b>Organisation Name Inc.</b>          PO Box 123, Suburb, Qld, 4568          Treasurer: Joe Blogs, treasurer@organisation.com.au, Mob: 1234 567 8912          Organisation Number: IA 123456 ABN: 12 123 123 123 Not registered for GST</p>	
<p>Invoice to:          Noosa Council          PO BOX 141, Tewantin, QLD, 4565          ABN: 97 969 214 121</p>	<p><b>Invoice</b>          Invoice Date: 12/12/12          Invoice Number: 12345</p>
<p>Community Grant Program          Grant ID: PROJ123456          Name of Project</p>	<p>\$2,000          Invoice Total: \$2,000</p>
<p>Bank account details:          Bank account name          BSB number: 123123          Bank account number: 123456789</p>	

**Registered for GST**

<p><b>Organisation Name Inc.</b>          PO Box 123, Suburb, Qld, 4568          Treasurer: Joe Blogs, treasurer@organisation.com.au, Mob: 1234 567 8912          Organisation Number: IA 123456 ABN: 12 123 123 123</p>																					
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**Bank account name****BSB number: 123123****Account numb: 123456789****Requested payment terms****Please pay within 7 days**