

# Swinburne Student Life Tax Invoice Guidelines

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

## What is a valid Tax Invoice?

**1 Tax Invoice**

**2** Tony's Chocolates Pty Ltd  
ABN 32 123 456 789

**3** 15 Burshag Road  
Festler NSW 2755  
(02) 1234 1234  
sales@tonys.com.au

Sold To:

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

Date: 01/08/2023  
Invoice No: 123456

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
<b>TOTAL AMOUNT PAYABLE</b>				<b>\$1,540.00</b>

**6** **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.

**4**

**7**

**8**

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 Life**  
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

Note: Tax Invoices which are not addressed to Swinburne Student Life (H76 Ground Floor, GS Building, 34 Wakefield Street, Hawthorn VIC 3122) will not be accepted.

# Swinburne Student Life

# 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.
- Swinburne University of Technology Finance is responsible for the processing and payment of all Tax Invoices issued to Swinburne Student Life, not the Student Life Clubs & Sport team.
- 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 – this may delay payment being issued to the supplier.

### 2. Swinburne University of Technology payment terms are 30EOM.

- Standard payment terms for all seller Tax Invoices is 30 days from the end of the month in which the invoice is issued – this means that **payment can take up to 8 weeks** to be released.
- The Student Life Clubs & Sport team has no control over supplier Tax Invoice processing times.
- Student Life clubs, associations and societies are responsible for ensuring that suppliers understand and agree to Swinburne University of Technology's payment terms prior to any engagement, prior to submitting a Tax Invoice, and prior to submitting a Funds Request Form (FRF).
- Swinburne University of Technology's payment terms are not negotiable.

## Still have questions?

### Contact us:

Swinburne Student Life Clubs & Sport

Email: [clubs@swin.edu.au](mailto:clubs@swin.edu.au)