

ARTS GRANTS PROGRAM

TAX INVOICE INSTRUCTIONS

Please note: City of Melbourne payment terms are 30 days from the date of the invoice.

Your tax invoice to the City of Melbourne **must** include the following information:

- the words 'Tax Invoice'
- Date
- To: City of Melbourne, GPO Box 1603 Melbourne 3001
- From: (i.e. organisation, individual artist or auspicng body) and contact details
- ABN – *must* be the ABN for who the invoice is from
- For: what is the invoice for?
- Grant amount (plus GST if applicable). If you are registered for GST add GST to the grant amount. If you are not registered for GST, simply invoice for the grant amount only and state that you are not registered for GST.
- Bank account details for payment.

SAMPLE INVOICE ONLY

TAX INVOICE

Date: 15 March 2020

To: Michelle De Val
City of Melbourne
GPO Box 1603
MELBOURNE VIC 3001

From: John Citizen
24 Smith Street
COLLINGWOOD VIC 3132
Email: jcitizen@hotmail.com

ABN: *ABN must belong to the person/organisation that the invoice is from listed above*

For: 2021 Arts Grant

Amount: \$8,000 Grant
\$ 0 GST *applicable only if you are registered for GST*
\$8,000 TOTAL PAYABLE

Bank account details: *details including bank, account name, BSB, account number*