

# Community Grant Program

Finance forms 2021-2022



As part of the application process, and in order to allow for the efficient processing of payments, the Corangamite Shire requires all applicants to complete the relevant attached Finance Forms. Please note that applicants will not be required to complete all forms, as only one of the GST forms will be relevant to each grant applicant.

## **STATEMENT BY A SUPPLIER**

This form must be completed by applicants that do not have an ABN.

## **INVOICE**

This form must be completed by applicants that have an ABN but are not registered for GST. Please complete all relevant fields and enter the amount of funding you have requested.

## **RECIPIENT GENERATED TAX INVOICE**

Applicants that do have an ABN and are registered for GST will receive automatic payment on the approval of the grant and should tick YES on the grant application form under Section 1, Registered for GST 'Do you provide consent Corangamite Shire Council to generate a recipient created tax invoice for the purpose of Community Grants funding payment?'.

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Australian Government Australian Taxation Office

Statement by a supplier

Complete this statement if the following applies:

- you are an individual or a business
you have supplied goods or services to an other enterprise (the payer), and
you are not required to quote an Australia business number (ABN).

Payers must withhold 46.5% of the total payment it makes to you for a supply that you make as part of your enterprise you carry on in Australia, unless an ABN has been quoted or there is no need to quote an ABN.

HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
Use BLOCK LETTERS and print one character in each box.
Place X in all applicable boxes.

Payers can check ABN records of suppliers by visiting www.abr.business.gov.au or phoning 13 72 26 24 hours a day, 7 days a week.

Section A: Supplier details

1 Your name?

Grid for entering name details

2 Your address?

Grid for entering address details including suburb/town, state/territory, and postcode

3 Your reason/s for not quoting an ABN? Place X in the appropriate box/es.

- The payer is not making the payment in the course of carrying on an enterprise in Australia.
The supplier is an individual aged under 18 years and the payment does not exceed \$120 a week.
The payment does not exceed \$75, excluding any goods and services tax (GST).
The supply that the payment relates to is wholly input taxed.
The supplier is an individual and has given the payer a written statement to the effect that the supply is either:
made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
wholly of a private or domestic nature (from the supplier's perspective).
The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
The whole of the payment is exempt income for the supplier.

Section B: Declaration

Under pay as you go (PAYG) legislation and guidelines administered by the Tax Office, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

Grid for entering name of supplier

Signature of supplier (or authorised person)

Signature box

Daytime phone number

Grid for entering daytime phone number

Date

Grid for entering date (Day, Month, Year)

Penalties apply for deliberately making a false or misleading statement.

Do not send this statement to the Tax Office. Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for 5 years.

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## Invoice Community Grants 2021-2022

TO: Corangamite Shire  
181 Manifold Street  
Camperdown VIC 3260

From: \_\_\_\_\_

Address: \_\_\_\_\_

ABN: \_\_\_\_\_

### BANKING DETAILS:

Bank: \_\_\_\_\_

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

Grant Funding 2021-2022	\$
Total	\$