# Environment Support 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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Finance forms 2021-2022



#### Australian Government

Australian Taxation Office

### Statement by a supplier

### Complete this statement if the folowing 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.

8 M I T H	4 8 T		

Place  $|\mathcal{X}|$  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 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)		
Signature of supplier (or authorised person)	Daytime phone number	
	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.	

# Environment Support Grant Program

## Finance forms 2021-2022



Invoice Environment Support Grants 2021-2022				
TO: Corangamite Shire				
181 Manifold Street				
Camperdown VIC 3260				
From:				
Address:				
ABN:				
BANKING DETAILS:				
Bank:				
BSB:				
Account Number:				
	<u>م</u>			
Grant Funding 2021-2022	\$			
Total	\$			