

# CORANGAMITI

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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## Statement by a supplier

Australian Taxation Office Complete this statement if the following applies:

HOW TO COMPLETE THE STATEMENT

you are an individual or a business	■ Print clearly in BLOCK LETTERS using a black pen only.	
you have supplied goods or services to an other enterprise	■ Use BLOCK LETTERS and print one character in each box.	
(the payer), and  ■ you are not required to quote an Australia business	S M 1 T H S T	
number (ABN).	■ Place X in all applicable boxes.	
Payers must withhold 46.5% of the total payment it makes to	Development ADN records of a regulary by visiting	
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	Payers can check ABN records of suppliers by visiting www.abr.business.gov.au or phoning 13 72 26 24 hours	
is no need to quote an ABN.	a day, 7 days a week.	
Section A: Supplier details		
1 Your name?		
2 Your address?		
Suburb/town	State/territory Postcode	
3 Your reason/s for not quoting an ABN? Place $X$ in the	e appropriate box/es.	
The payer is not making the payment in the course of carr	ying 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 taxe	ed.	
The supplier is an individual and has given the payer a wri		
made in the course or furtherance of an activity done		
wholly of a private or domestic nature (from the suppli		
The supply is made by an individual or partnership withou	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: <b>Declaration</b>		
Under pay as you go (PAYG) legislation and guidelines administered for the current and future supply of goods or services for the reason		
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.





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Invoice Facility 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	\$	
3		
Total	\$	