

TAX INVOICE

THESE TWO WORDS ARE LEGALLY REQUIRED — MOST US APPS CAN'T EVEN PRINT THEM

FROM (YOU)
Business / trading name
ABN (11 digits — required)
Phone / email

TO (YOUR CUSTOMER)
Customer name — required if invoice is \$1,000+ (incl. GST)
Address or ABN

INVOICE DETAILS
Invoice number
Date issued — required
Due date

DESCRIPTION OF WORK / MATERIALS	QTY	UNIT PRICE	GST	AMOUNT
e.g. Supply merbau decking 140x19 (per m², laid area)				
e.g. Labour: deck frame & laying (per m²)				
e.g. Supply & install balustrade (per lineal metre)				
e.g. Hang external door incl. hardware				
			Subtotal (ex GST)	\$
			GST (10%)	\$
			Total (inc GST)	\$

GST rule of thumb: GST is one-eleventh of the GST-inclusive price. Show it per line item or as a separate total. If every line includes GST you may instead state: **"Total price includes GST."** Not registered for GST? Don't charge it — and head your document "Invoice", not "Tax Invoice".

PAYMENT — STRAIGHT TO YOUR ACCOUNT
Account name
BSB / Account number

NOTES / TERMS
e.g. Payment due within 7 days

Is your invoice actually ATO-correct?

Run every invoice past these nine checks before you hit send. They come straight from the ATO's tax invoice requirements — and popular invoicing apps get several of them wrong.

- 1 Says "Tax Invoice"**
The document is clearly headed with the words "Tax Invoice" — not "Invoice", "Bill", or "Receipt". (Only if you're registered for GST.)
- 2 Your identity**
Your business or trading name appears clearly, matching your ABN registration.
- 3 Your ABN**
All 11 digits. No ABN on the invoice can mean the payer must withhold 47% of the payment.
- 4 Date of issue**
The date the invoice was issued — not just the job date.
- 5 What you sold**
A brief description of each item or service, including quantity (if applicable) and the price.
- 6 GST shown correctly**
Either the GST amount for each line (or as a separate total), or — if GST is exactly one-eleventh of the total — the statement "Total price includes GST".
- 7 Mixed sales flagged**
If some items don't include GST, the invoice clearly shows which items are taxable.
- 8 \$1,000+ rule**
For invoices of \$1,000 or more (including GST), the buyer's identity or ABN must also appear.
- 9 Kept for 5 years**
You keep a copy of every invoice for five years. If your app caps, deletes, or paywalls your history — that's your tax record they're holding.

Extra checks for carpenters

- ☒ Subcontracting to a builder? Invoices of \$1,000+ (inc GST) must show the builder's identity or ABN; bookkeepers will bounce it otherwise.
- ☒ Retention clauses (builder holds 5–10%) don't change the invoice: you invoice the full amount, the retention is a payment term, not a discount.
- ☒ Quote numbers on invoices get you paid faster: reference the accepted quote so the amount is pre-agreed in the customer's mind.

Not registered for GST? If your turnover is under \$75,000 you generally don't have to register. In that case: charge no GST, issue standard invoices headed "Invoice", and still include your ABN, date, description, and amounts.

This template and checklist are general information based on published ATO guidance as at August 2026 — they are not tax advice. Confirm your specific situation with your accountant or at ato.gov.au. Dinkum Invoice is in development; the free app does these nine checks automatically on every invoice.