

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. Weekly house clean, 3BR (flat rate, w/e 14/08)				
e.g. End-of-lease bond clean, 2BR unit incl. carpets				
e.g. Oven deep clean (add-on)				
e.g. Window clean, external ground floor				
			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 cleaners

- ☒ Under \$75,000 turnover and not registered? Charge NO GST and head the document 'Invoice'. Your ABN, date, description and amounts are still required.
- ☒ Crossing the threshold mid-year: you must register within 21 days of your turnover hitting \$75k; from registration your invoices become Tax Invoices with GST.
- ☒ Bond cleans: put the property address and 'end of lease' in the description; agents and tribunals treat the invoice as evidence the clean happened.

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.