

# How to get your payment Quickly

We can only pay you if you provide a **Tax Invoice**. - This is a legal requirement.  
To assist us in paying you promptly please make sure your invoice etc is correct as shown below.

A Tax Invoice

F Your Business Name  
Your Business Address  
Your Suburb and Post Code

G **Umeewarra Aboriginal Media Assn Inc.**  
**Bill to: ABN 74 269 049 174**  
5 Jervois St  
Port Augusta 5700  
  
accounts@umeewarramedia.com

**Invoice No.:** 0123 B

**Date:** 4 April 2022 C

**ABN:** 32 123 456 89 D

Not Registered for GST  
or  
Registered for GST E

Only the one which applies to YOUR Business.

Qty	Description	Total
20	Chairs	\$2,640
5	Tables	\$1,375
<b>TOTAL</b>		<b>\$4,015</b>

1 Bank BSB: 123 456  
Acct No: 7890123  
Acct Name: Bill & Betty Smith or Bills Music  
These must be correct as money paid to wrong accounts may not be returned

2 Mobile: 0412372341  
If there is a problem and we need to contact you

3 eMail: Your@email.com  
for the payment advice

Items A - G must appear on your invoice - We request Items 1 - 3 also are shown

We can only pay invoices that contain these items - Use the tick the boxes to make sure you have done it right  
**Incorrect invoice will be returned and this will delay you receiving your money**  
It's easier to get it right the first time.

### Check list for a legal tax invoice

Have ABN but Not registered for GST	Have ABN and Registered for GST
We suggest Contain the words <b>Tax Invoice</b> <input type="checkbox"/> (A)	Must Contain the words <b>Tax Invoice</b> <input type="checkbox"/> (A)
An Invoice Number <input type="checkbox"/> (B)	An Invoice Number <input type="checkbox"/> (B)
Invoice Date <input type="checkbox"/> (C)	Invoice Date <input type="checkbox"/> (C)
Your ABN <input type="checkbox"/> (D)	Your ABN <input type="checkbox"/> (D)
Contain the words <b>Not Registered for GST</b> <input type="checkbox"/> (E)	Contain the words <b>Registered for GST</b> <input type="checkbox"/> (E)
Name or Business Name & Address <input type="checkbox"/> (F)	Name or Business Name & Address <input type="checkbox"/> (F)
Invoice made out to Umeewarra Media <input type="checkbox"/> (G)	Invoice made out to Umeewarra Media <input type="checkbox"/> (G)

If the value is above \$1,000.00 it must include our ABN - see above example

#### We also require:

Your email address     *To send you a payment advice or return a non-compliant Invoice*  
 Your Mobile Number     *To call you if there is a problem with your payment*  
 Bank Account Details     *We only pay by direct Bank Deposit*  
 BSB  
 Account Number     *This is not your member number or the number on your Bank Card*  
 Account Name     *The actual Name the account is held in*  
                                  *If this is wrong, Your Bank may reject the payment*

#### If you provide the wrong information:

If we make a payment to the wrong account, we may not be able to get your money back  
 If the payment "bounces" due to wrong information we will deduct a \$15.00 fee from your payment

If you are not sure - check with your bank. - Do not return this form with your Invoice