7 February 2020 

To enable Northern Sydney and Beaches Hockey Association to pay you for your services/expenses provided, it would be appreciated if you would complete and return this invoice to Northern Sydney and Beaches Hockey Association (reps@nsbhockey.com.au).

Alternatively, you may submit your own tax invoice (ABN Holders)

|  |
| --- |
| **Request for Payment details from Northern Sydney and Beaches Hockey Association** |

|  |  |
| --- | --- |
| Name: |  |
| Mobile #: |  |
| Email Address: |  |
| Address: |  |
| Bank & Account Name: |  |
| BSB: |  |
| Account Number: |  |

**Labour Reimbursements Only**

|  |
| --- |
| **Please fill out the details of Payment for labour services provided to Northern Sydney and Beaches Hockey Association below. This is supported by my signed Statement by Supplier Form (page 2)** |
| Date | Description | Amount | Office use (Account Code) |
| **01/01/2020** | **Umpiring & coaching reimbursment 2020** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Expense Reimbursements Only**

|  |
| --- |
| **Please fill out the details of Expense Reimbursements below –****Receipts must also be provided (Scan or Photo)** |
| Date | Description | Amount | Office use (Account Code) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Statement by Supplier Form. This only needs signing once per financial year** 

**Future claims can be made via completing page 1 only**

**Not Quoting an ABN**

The ATO outlines this ruling as below

<https://www.ato.gov.au/Non-profit/your-organisation/dealing-with-suppliers/withholding-in-business-transactions/>

Under the ‘Pay as you go’ legislation and guidelines produced by the Australian Taxation Office I provide you with a written statement that, for the supply I am making and for further supplies of this type that I make to you:

The supplier is an individual and has given the payer a written statement to

the effect that the supply is either:

 - made in course or furtherance of an activity done as a private [ ]

 recreational pursuit or hobby, or

- wholly of a private or domestic nature (from the supplier’s perspective) [ ]

- The payment is to a non-resident who is not carrying on an [ ]

 enterprise in Australia or through an agent in Australia

(You must fill in one of the above sections otherwise Northern Sydney and Beaches Hockey Association will withhold 47% of the amount owing, and you will have to claim this back via your own individual tax return)

Name of the authorised, if not the supplier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(eg Guardian)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supplier/Authorised person (electronic ok) ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Daytime contact phone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_