

## Information for Suppliers to Ballarat Health Services

All payments made by Ballarat Health Services will only be processed for payment upon receiving a tax invoice or a Statement by a supplier for reason not quoting an Australian Business Number to an enterprise. The tax invoice must contain the following information.

### Minimum supporting documentation

- The suppliers name and Australian Business Number
  - The words 'Tax Invoice'
  - Name and address of recipient
  - Date of issue
  - Brief description of supplied items
  - Quantity or volume and
  - The total amount payable which must either include GST or be GST exclusive and show the GST separately and then show the total amount payable.
- Ballarat Health Services Policy and Procedures on Expenditure also stipulates that the Australian Business Numbers (ABN) of all new creditors shall be checked online with the Australian Tax office/ Australian Business Register. Accounts Payable staff will not process an invoice unless it has an ABN or a statement by a supplier approved by the Taxation Accountant.
    - If Ballarat Health Services is not provided with a Valid ABN that matches the Invoice name then we are obliged to withhold 48.5% unless a completed declaration (Statement by the supplier) to the effect that the supply is made in the course of carrying on a hobby.

### ABR Information

A New Tax System (Australian Business Number) Act 1999 (ANTS (ABN) Act 1999) is the basis for the Australian Business Register (ABR). When entities apply for an ABN, the details provided are stored on the ABR. Some of these details are publicly available. For further details refer to public data. Entities will be allocated an ABN when they are registered in the ABR subsection 11(1) ANTS (ABN) Act 1999.

***If you need further information please contact Christena Renouf, Taxation,  
Ballarat Health Services on 5320 4742.***