

Tax Invoice Information Sheet

It is the responsibility of the subcontractor to submit an ATO compliant Tax Invoice for the works delivered.
Payment will only be processed against ATO compliant Tax Invoices.

Tax Invoices will only be considering for processing if you have correctly executed and returned your **Subcontractor Agreement** to the Starbuck Plant Hire registrations team.

Tax Invoices must be **emailed to** invoices@starbuckgroup.com.au and must be in **PDF format** to be processed.

Your Tax Invoice should be addressed to: **Starbuck Plant Hire Pty Ltd**
Office 15, 882-900 Cooper Street, SOMERTON VIC 3062
ABN: 53 605 787 755

Tax Invoices must follow the ATO requirements for invoicing, some of which are listed below:

- The words "TAX INVOICE" must be clearly stated on the document
- Your company name and business address must be written correctly on the document
- Your Australian Business Number (ABN) must be noted correctly on the document
- the date the invoice was issued must be noted on the document
- A unique invoice number must be noted on the document – ***The same invoice number should not be used more than once***

Starbuck Plant Hire must withhold 47% of the Tax Invoice total if you fail to quote your ABN on your Tax Invoice.

In addition to the above, Tax Invoices submitted to Starbuck Plant Hire must contain the following details:

- Docket number relevant to the hire
- Date of works
- Job number
- Service delivered
- Quantity (Hours, m3, Tonnes)
- Rate per item

Tax Invoices must be accompanied by the relevant Hire Dockets. Failure to do so will delay processing and payment.

Tax Invoices must be submitted to Starbuck Plant Hire **within 14 days** of works. Starbuck Plant Hire reserves the right to withhold payment for any tax invoices which are received in excess of this timeframe.

For all account queries including payment and tax invoice queries, please email accounts@starbuckgroup.com.au or call us on 03 8535 3070.

Kind Regards,

Accounts Team

Starbuck Plant Hire Pty Ltd