

Recipient created tax invoice

! You can use this form as a template for creating RCTI's or as a reference of the details you need when creating your own RCTI.

Date / /

From – Recipient: Name

Address

Suburb/town

State/territory

Postcode

Australian business number (ABN)

To – Supplier:

Name

Address

Suburb/town

State/territory

Postcode

Australian business number (ABN)

SUPPLIES MADE BY SUPPLIER TO RECIPIENT

Description of taxable supplies	Value	GST	Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS	<input type="text"/>	<input type="text"/>	<input type="text"/>
AMOUNT DEPOSITED TO YOUR BANK ACCOUNT			<input type="text"/>

The GST shown will form part of the total GST payable by the supplier on the business activity statement (BAS) for the relevant tax period.

Written Agreement

The recipient and the supplier declare that this agreement relates to the above supplies. The recipient can issue tax invoices in respect of these supplies. The supplier will not issue tax invoices in respect of these supplies. The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered. The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered. Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of the terms of this written agreement. Both parties to this supply agree that they are parties to an RCTI agreement. The supplier must notify the recipient within 21 days of receiving this document if the supplier does not wish to accept the proposed agreement.

This form is used for record-keeping purposes only and will not calculate totals for you.