

# 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 Day  /  /  Month Year

**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
<b>TOTALS</b>			
<b>AMOUNT DEPOSITED TO YOUR BANK ACCOUNT</b>			

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 will 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 as outlined in GSTR 2000/10. The supplier agrees to notify the recipient 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.**