

## Grant Invoice Checklist

To receive your grant payment, submit an invoice to Noosa Council that complies with [Australian Taxation Office](#) (ATO) requirements. Follow these guidelines to ensure your invoice is processed smoothly. Incorrect invoices will be returned for correction.

### GST Registration

Your invoice requirements depend on your GST registration status. Check your status: [ABN Lookup](#)

If <b>not registered</b> for GST:	If <b>registered</b> for GST:
<ol style="list-style-type: none"> <li>1. Title your invoice 'INVOICE'</li> <li>2. Include the statement 'Not Registered for GST'</li> <li>3. Do not use the word 'Tax'</li> </ol>	<ul style="list-style-type: none"> <li>• Title your invoice 'TAX INVOICE'</li> <li>• Clearly specify the GST amount on the invoice</li> </ul>

### Organisation Details

Use your organisation's official, registered name e.g. the incorporated or ABN registered name. Informal names can only be used in addition to, but not instead of, the registered organisation name.

Include the following information:
<ul style="list-style-type: none"> <li>• Official organisation name</li> <li>• Postal address</li> <li>• Contact details (email and phone)</li> <li>• ABN number</li> </ul>

### Invoice To

All grant invoices must be addressed as follows:
Noosa Council PO Box 141 Tewantin QLD 4565 ABN 97 969 214 121

### Bank Details

For payment via direct deposit, include:
<ul style="list-style-type: none"> <li>• Bank account name</li> <li>• BSB</li> <li>• Account number</li> </ul>

**Note:** This bank account must be the same bank account that you provided to Eftsure (see below) for verification.

**Payment cannot be made if the bank account details on your invoice differ from those provided to Eftsure.**

### New Grant Recipients or Updated Bank Details

Noosa Council uses [Eftsure](#) to independently validate the integrity of online transactions and supplier data. It ensures that when payments are processed, funds go exactly where they are intended.

If your organisation has not previously completed the Eftsure onboarding process, you will receive an email invitation to register your details with Eftsure as a new supplier. If you prefer not to use the online form, you can choose to be verified by phone. If you select this option, you will receive a phone call from an Eftsure team member within 24-48 hours.

You can find more details, including FAQs, [here](#).

### Already Eftsure verified but need to update your bank or contact details?

Simply email [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au) advising of a change. We will advise Eftsure who will then contact you to confirm any required updates.

### Description

If Not Registered for GST:	If Registered for GST:
<ul style="list-style-type: none"> <li>Grant Application ID number</li> <li>Grant Project Name (from your Funding Agreement)</li> <li>Total grant amount (this should include any GST charged by your suppliers)</li> </ul>	<ul style="list-style-type: none"> <li>Grant Application ID number</li> <li>Grant Project Name (from your Funding Agreement)</li> <li>Grant amount (excluding any GST charged by your suppliers)</li> <li>Invoice total amount (including 10% GST on top of grant amount)</li> </ul>

### Sample Invoice – Not Registered for GST

Organisation Name Inc. 20 Sample Street Sampleville, Qld, 4568 Phone: 1234 567 8912 Email: <a href="mailto:sample@gmail.com.au">sample@gmail.com.au</a> ABN: 12 123 123 123  Not Registered for GST  Invoice to: Noosa Council PO BOX 141 Tewanin, QLD, 4565 ABN: 97 969 214 121	<b>Invoice</b>  Invoice Number: 2601 Invoice Date: 12/12/26				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">DESCRIPTION</th> <th style="width: 30%;">Invoice Total</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">PROJ1234 Community Project Grant - New Scoreboard</td> <td style="text-align: right; padding: 5px;">\$2,000.00</td> </tr> </tbody> </table>	DESCRIPTION	Invoice Total	PROJ1234 Community Project Grant - New Scoreboard	\$2,000.00	
DESCRIPTION	Invoice Total				
PROJ1234 Community Project Grant - New Scoreboard	\$2,000.00				
<b>BANK ACCOUNT DETAILS:</b> Bank account name BSB number: 1234 Account number: 123456789					

### Sample Invoice - Registered for GST

Organisation Name Inc. 20 Sample Street Sampleville, Qld, 4568 Phone: 1234 567 8912 Email: <a href="mailto:sample@gmail.com.au">sample@gmail.com.au</a> ABN: 12 123 123 123  Invoice to: Noosa Council PO BOX 141 Tewantin, QLD, 4565 ABN: 97 969 214 121	<b>Tax Invoice</b>  Invoice Number: 2601 Invoice Date: 12/12/26												
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