

## How to use your Foundation

When your foundation sends out an Invoice or purchase order, try and include a code and/or number series, so it may be tracked and identified readily.

When designing a **letterhead** for your Foundation include artwork as you require, however do not use language that includes the words 'trading as,' it is better to use, 'operating as,' but clearly the best is to use the actual name of the Foundation only. An optional tag line describing the primary purpose of the Foundation would be good.

**Invoice & NAT form 3346**, remember you are **not** sending a "tax-invoice". When you invoice clients for the first time for services or goods that your foundation provides, you should include a completed ATO NAT form 3346 page 3,(copy) with the first Invoice only, smaller cash clients may not require this form, however larger incorporated clients may require a NAT form with their 1st Invoice.

Your reason for not quoting an ABN is because your Foundation is tax-exempt:

### **Filling out NAT Form 3346:**

Section A – Your Name: use the Foundation's full correct name. and ideally use the Foundation's postal address. Your reason/s for not quoting an ABN: we suggest that you only mark the last box, "the whole of the payment is exempt income for the supplier."

Section B – Name of supplier, always use the Foundation name. Signature of supplier is a man or woman approved by the Principal Participants for the Foundation & may sign in this box. Add a daytime phone number and the date, as indicated.

Note; the bottom left hand box says, "Do not send this statement to the Tax Office. The payer must keep this document with other records relating to the supply for 5 years." It is a Tax Office audit requirement only, use the name of the Foundation.

**When creating a Purchase Order** for all major purchases the ATO do not provide a form for GST exempt status with purchases, so it's a good idea to have a declaration on the Footer of the Purchase Order, that states "This organisation is exempt from, and not registered for GST," if you make

these same statements verbally when you are purchasing it usually works, just provide the Purchase Order and, if required the ATO form 3346.

People have had success using this method to avoid paying GST and tax amounts. This method allows the supplier of the goods to prepare for the GST exemption, and if they want the sale, they will work through the GST matter, in order to be competitive.

Some suppliers of goods say that their accounting software does not allow for GST exempt sales, just see if they can raise a MANUAL sales invoice, without GST.

Good Luck

Jason.