



Recipient-Created Tax Invoice (RCTI)

RCTI | GST Act s.54-50
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RECIPIENT-CREATED TAX INVOICE (RCTI)

IMPORTANT: This tax invoice is created by the recipient (payer), not the supplier. Both parties must be GST registered. The supplier must not issue their own tax invoice for this supply.

1. RECIPIENT (CREATOR OF THIS INVOICE) DETAILS

Recipient / Company Name		RCTI Number	RCTI-
ABN		Issue Date	
GST Registered	YES	Address	
Contact Person		Phone	
Email			

2. SUPPLIER (SUBCONTRACTOR) DETAILS

Supplier / Subcontractor Name		ABN	
GST Registered	YES — Mandatory for RCTI	Address	
Contact Person		Phone	
Email			

3. RCTI AGREEMENT REFERENCE

RCTI Agreement Date

Agreement Reference Number	
Agreement Period (Valid From – To)	
Governing State Law	
ATO Class Ruling / Determination	s.54-50 GST Act 1999 — RCTI Conditions
Recipient Agrees to Create Tax Invoice	YES
Supplier Agrees Not to Issue Own Invoice	YES

4. SERVICE / SUPPLY DETAILS

#	Description of Supply / Services Rendered	Service Period	Reference / Contract Line	Qty / Units	Rate / Unit Price (\$)	Amount (\$)
1					\$	\$
2					\$	\$
3					\$	\$
4					\$	\$
5					\$	\$
6					\$	\$
7					\$	\$
8					\$	\$
	SUBTOTAL (excl. GST)					\$

5. GST BREAKDOWN

GST Item	Amount (AUD)	Notes
Taxable Supplies (excl. GST)	\$	GST applies at 10%
GST-Free Supplies	\$	No GST charged
Input-Taxed Supplies	\$	No GST charged
Total GST (10% of Taxable Supplies)	\$	
TOTAL AMOUNT PAYABLE TO SUPPLIER	\$	incl. GST

6. PAYMENT DETAILS

Bank Name	
Account Name	
BSB	
Account Number	
Payment Reference	Invoice No. / Project Name
Payment Terms	

7. COMPLIANCE STATEMENTS

Compliance Item	Status / Detail
Recipient is GST registered	YES — ABN shown above
Supplier is GST registered	YES — ABN shown above
RCTI agreement in place prior to this invoice	YES — Ref. in Section 3
Supplier has NOT issued a tax invoice for this supply	Confirmed
RCTI issued within 28 days of the taxable supply	
This document constitutes a valid tax invoice under GST Act 1999	s.54-50

8. AUTHORISATION

Authorised by (Recipient)	
Name & Title	
Signature	_____
Date	

Recipient Authorised Signatory	Finance / Accounts Payable	Supplier Acknowledgement
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

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