

TAX INVOICE (GST REGISTERED) (Enter data into the shaded sections of the form only)

MOJT1F27 - 082018

Ministry of Justice
DX SX 10042
Wellington

Invoice date:

Name:

Invoice number:

Address:

GST number:

Bank a/c number:

Email:

Reference number: M20326

Once form completed please email to accounts.payable@justice.govt.nz

Interpreter's signature:

Description	Rate \$	Hours/Kms	Amount \$ (excl GST)

**Mileage can be charged at the rate specified by Inland Revenue (up to 3,500km per year. Please note that the rate changes after 3,500km)*

***If an individual transaction is greater than \$50.00 (incl GST), please provide a receipt or tax invoice*

***If an individual transaction is \$50.00 or less (incl GST), please provide, the date, description, cost and supplier (as a minimum)*

Subtotal (excl GST):

Add GST:

TOTAL (INCL GST)