How to read your
Monthly Tax Invoice (Part One)

Monthly Tax Invoice

Government of Western Australia | **Landgate**

Midland Head Office
1 Midland Square
Midland WA 6056

Western Australian Land Information Authority
ABN: 86 574 793 858 | For enquiries please **Contact us - Landgate**
T: (08) 9273 7373 E: customerservice@landgate.wa.gov.au

Bill to:

Company XYZ
Bills Payable
123 Smith Street
PERTH WA 6000

Your account summary (1)

Previous outstanding balance (2)	$451.90
Payments and adjustments (3)	$150.00
Current invoice total (incl adjustments) (4)	$809.98
Total Outstanding Balance (incl GST) (5)	**$1,111.88**

Current Invoice — July 2021

Date of issue (6)	03-Aug-21
Customer Account Number (7)	10001234
Invoice number (8)	1187590
Current invoice total	$809.98
Due Date (9)	**31-Aug-21**

Transaction Type	Quantity	Amount	Discount	GST Amount	Total Amount (incl GST)
Electronic Advice of Sale	1	$216.02	$0.00	$1.96	$217.98
NLR (10)	2 (11)	$456.00 (12)	$0.00	$0.00	$456.00
Online Shop	4	$136.00	$0.00	$0.00	$136.00
Total		**$808.02**	**$0.00** (13)	**$1.96** (14)	**$809.98** (15)

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HOW TO PAY

Customer Account Number	Invoice Number

BPAY
Biller Code: 361337
Ref:

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from cheque, savings, debit or transaction amount. More info: www.bpay.com.au
®Registered to BPAY PTY LTD ABN 69 079 137 518

Credit Card
Please log into Landgate (www.landgate.wa.gov.au). Access My Account > Pay My Account and follow the onscreen instructions or ring **(08) 9273 7373** with credit card details

VISA mastercard.

EFT
Please follow these simple steps.
Deposit the Amount Due into the Landgate bank account shown below.
Note : Please use your Customer Account Number as a deposit reference
Bank : Commonwealth Bank
BSB Number : 066040
Account Number: 11800000
Email : directcredits@landgate.wa.gov.au
to advise business name, deposit amount and customer account number

Mail
Please detach payment slip and attach to cheque payable to "Landgate" and mail to
Landgate Customer Account, Landgate,
PO Box 2222,
Midland 6936
Please do not send Cash

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1. **Your account summary:** Displays the transaction summary including outstanding balance and payments made.
2. **Previous outstanding balance:** The carried forward amount outstanding on your account.
3. **Payments:** Displays payments or adjustments made during the month.
4. **Current Invoice Total (incl adjustments)** Total of all transactions made last month.
5. **Total Outstanding Balance (incl GST):** This is the total balance outstanding on your account.
6. **Date of Issue:** Date Tax Invoice issued.
7. **Customer Account Number:** This is your unique number please quote this number during all account enquires (Pand payments.
8. **Invoice number:** The unique number allocated to your Monthly Tax Invoice. Please quote this number when making payment
9. **Payable By:** The date when the total of this Monthly Tax Invoice is required to be paid by.
10. **Transaction Type:** Displays the type of transactions made during the month.
11. **Quantity:** The total number of transactions for each transaction type for the specified month.
12. **Amount:** The total amount for all transactions by transaction type before discount and GST for the specified month.
13. **Discount:** Discount amount (where applicable) for products ordered.
14. **GST Amount:** Total GST amount for a transaction type for the specified month.
15. **Total Amount (incl GST):** Total amount minus any discount and including GST for a transaction type for the specified month.

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16 **17** **18**

Online Shop Transactions			Nbr of Transactions	4	Total including GST			$136.00

| Transaction Number | 66207857 | Date | 09-Jul-21 | Your Reference | | 60205548_090721_companyname@wa.au | |

19 **20** **21**

Line Nbr	Description	Quantity	Amount	Discount	GST Amount	Total Amount (incl GST)
1	Copy of Survey (Diagram, deposited Plan, Strata)	1	$27.20	$0.00	$0.00	$27.20
	Total	1	$27.20	$0.00	$0.00	$27.20

22 **23** **24** **25** **26** **27**

| Transaction Number | 66214653 | Date | 10-Jul-21 | Your Reference | | 60211122_100721_companyname@wa.au | |

Line Nbr	Description	Quantity	Amount	Discount	GST Amount	Total Amount (incl GST)
1	Copy of Transfer of Land Act Document	1	$27.20	$0.00	$0.00	$27.20
	Total	1	$27.20	$0.00	$0.00	$27.20

| Transaction Number | 26917375 | Date | 15-Jul-21 | Your Reference | | 60143188_150721_companyname@wa.au | |

Line Nbr	Description	Quantity	Amount	Discount	GST Amount	Total Amount (incl GST)
1	Copy of Certificate of Title	1	$27.20	$0.00	$0.00	$27.20
2	Copy of Survey (Diagram, Deposited Plan, Strata)	1	$27.20	$0.00	$0.00	$27.20
	Total	2	$54.40	$0.00	$0.00	$54.40

| Transaction Number | 26922378 | Date | 17-Jul-21 | Your Reference | | 60143123_170721_companyname@wa.au | |

Line Nbr	Description	Quantity	Amount	Discount	GST Amount	Total Amount (incl GST)
1	Copy of Survey (Diagram, Deposited Plan, Strata)	1	$27.20	$0.00	$0.00	$27.20
	Total	1	$27.20	$0.00	$0.00	$27.20

16. Transaction Type heading: This is a heading that will differ based on the transaction type listed on the first page.

17. Number of Transactions: This displays the total number of transactions made during the month for the transaction type.

18. Total including GST: This is the total amount minus any discount and including GST for each transaction type.

19. Transaction Number: A unique number given to each invoice, debit and credit transaction.

20. Date: Date when the transaction was created.

21. Your Reference: The reference as entered by you at the time of the transaction.

22. Description: The description of the product ordered.

23. Quantity: The number of transactions placed under this description type.

24. Amount: The cost of each transaction multiplied by the quantity ordered before discounts and GST amounts are applied.

25. Discount: The discount amount (where applicable) for products ordered.

26. GST Amount: The GST amount (where applicable) for products ordered.

27. Total Amount (incl GST): The amount minus any discount and including GST for products ordered.