



**EXPENSING INTERNATIONAL WITHHOLDING TAX**

**ATTENTION:**

[accountsreceivable@unisa.edu.au](mailto:accountsreceivable@unisa.edu.au)  
Accounts Receivable, Finance Unit, 101 Currie Street  
Phone: (08) 8302 1727 / (08) 8302 2130

**INVOICE DETAILS:**

<b>Customer details:</b>	Name (in full):	Debtor Code (ID):	
<b>Invoice number(s) subject to withholding:</b>			
<b>Account(s) to be debited:</b>	<i>Tax withheld</i>		
ACCOUNT CODE		<u>2952</u>	\$ _____
GL COST CENTRE		ITEM CODE	AMOUNT
ACCOUNT CODE 2 (for use when splitting tax expense between cost centres)		<u>2952</u>	\$ _____
GL COST CENTRE		ITEM CODE	AMOUNT
<b>Total tax withheld</b>			\$ _____

**DETAILS:**

*Provide sufficient details to enable Cost Centre Owner(s) approval and Tax Manager sign off, including; information on the supply made by UniSA, invoice details, any related correspondence from the Customer.*

<b>UniSA contact person and phone number:</b>	

**APPROVALS:**

	Cost Centre Owner	Cost Centre Owner 2 (Only use if tax expense is being split)
Signature:		
Name (print):		
Date:		
Phone No:		

**FINANCE UNIT USE ONLY**

**TAX MANAGER SIGN OFF:**

Comments:			
Recoverable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Maybe <input type="checkbox"/>
Tax Manager Signature:			Date:

**ACCOUNTS RECEIVABLE:**

	Date	Initial
AR Ledger noted		
Debtor de-activated		
JNL number		