*Recovery Educator*

# Statement by supplier instructions

If you are contracting with discovery college and you do not have an ABN, you will need to provide a Statement by Supplier. If you do not provide the Statement by Supplier, we must withhold 46.5% of the payment. This directive is from the Australian Tax Office.

There is a copy of the Statement by Supplier on the RecEd Box website, otherwise we can give or send you one.

Read the cover page of the Statement by Supplier for more information.

**NOTE: Only complete the statement by supplier if you do not have an ABN**

## How do I complete the form?

1. Download and print the form (or get a printed copy from us)

2. Fill in your details on the third page.

3. When it asks **your reason/s for not quoting an ABN** place an X in the relevant box. Generally, most Recovery Educator would choose:

   *The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.*

4. Sign and complete the form.

5. Give or send us the complete form. We will pass this on to Alfred Health on your behalf.