

I \_\_\_\_\_ of \_\_\_\_\_ declare that I am a small business owner with a turnover of less than \$2 million in the last financial year.

To support my statement I provide one of the following documents:

- Business Activity Statement
- Last Year's Financial Statement
- Letters/Certificate from my Accountant/Auditor
- Other

I will undertake to inform you if my small business status changes in the future, i.e. if my turnover exceeds \$2 million per annum.

As a small business owner, I expect my invoices to be paid within 30 days of receipt of correctly rendered invoice.

If payment is delayed, interest will be calculated at a the interest rate determined under section 22 of the Taxation Administration Act 1996. This interest rate is available from the NSW Office of State Revenue website at: <http://www.osr.nsw.gov.au/taxes/other/taa/rates> and will be payable when interest exceeds \$20.00.

Interest will be calculated from 30 days of the receipt of a correctly rendered invoice.

If the payment is not made within the time determined in accordance with this policy I can take the matter up with the accounts complaints officer at [vendor@legalaid.nsw.gov.au](mailto:vendor@legalaid.nsw.gov.au).

Signed \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please forward the completed declaration to:

Finance Systems  
Finance Branch  
Legal Aid NSW  
P.O. Box K847  
Haymarket NSW 1238