

# Correct Invoicing Practice



Complete name and complete address of the service recipient	<b>Example-supplier Ltd., Example Street 1, 99999 Example-City</b> <b>Tax number from the tax office 111/222/33333</b> <b>European VAT-ID-no. DE 444444444</b>	Complete name and complete address of the issuing company																		
If applicable, VAT-ID in case of intra-community deliveries or for which the reverse charge procedure is applicable and the recipient is an entrepreneur within the EU	<b>To</b> <b>Client Z</b> <b>(VAT-ID)</b> <b>Street 100</b> <b>11111 City</b>	Statement of the tax number provided by the tax office or the VAT-ID provided by the Federal Central Office for taxes																		
Consecutive invoice number	<b>Invoice no. 123</b> Delivery date: January 1st, 2017	Issue date of the invoice																		
Date of performing the services or the delivery of goods; in case of an advance payment: The date of the advance payment if the date is agreed	January 10, 2017	Breakdown of tax rates																		
Amount and commercial description of the goods delivered or the services provided	<table border="1"> <thead> <tr> <th></th> <th>goods (7%)</th> <th>goods(19%)</th> </tr> </thead> <tbody> <tr> <td>1. 2 crates of beer (19%)</td> <td></td> <td>20.00 €</td> </tr> <tr> <td>2. 20 bottles of sparkling wine (19%)</td> <td></td> <td>400.00 €</td> </tr> <tr> <td>3. 40 cartons of milk (7%)</td> <td></td> <td>25.00 €</td> </tr> <tr> <td>4. 30 bottles of vinegar (7%)</td> <td></td> <td>30.00 €</td> </tr> <tr> <td><b>invoice amount:</b></td> <td></td> <td><b>499.80 €</b></td> </tr> </tbody> </table>		goods (7%)	goods(19%)	1. 2 crates of beer (19%)		20.00 €	2. 20 bottles of sparkling wine (19%)		400.00 €	3. 40 cartons of milk (7%)		25.00 €	4. 30 bottles of vinegar (7%)		30.00 €	<b>invoice amount:</b>		<b>499.80 €</b>	Allocation of the net amount
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VAT	19%		79.80 €																	
Applicable tax rate	<b>Invoice total</b> <b>558.65</b>																			
If the invoice is not in German please state in the invoice that it is German VAT.	<p>Please transfer the invoiced amount to the bank account no. XXX by dd.mm.yyyy .</p> <p><b>2% cash discount</b> when paid within 5 days.</p> <p>You are obliged to keep this invoice for at least 2 years – 10 years obligation for entrepreneurs. The retention period begins with the close of this calendar year.</p>	Reference of the storage obligation (only in special cases applicable)																		

## Notes

### Incomplete invoices

Incomplete invoices should be returned for amendment with reference to the invoice's incompleteness. According to section 15 German VAT Act the deduction of the input VAT is only allowed in case the tax payer has a complete invoice. Please note this is not applicable in case of reverse charge sales.

### Invoices up to **250.00 € including VAT** (until **12/31/2016: 150.00 €**)

The following information is mandatory for invoices up to **250.00 €** in order to deduct the Input VAT:

- Complete name and complete address of the supplier/ issuing company or entrepreneur
- Amount and type of supplied items or type/scope of the provided services
- The invoiced amount and corresponding tax in a total sum
- Applicable tax rate or reference to tax exemptions
- Issue date of the invoice

### Invoices over **250.00 € including VAT**

The following information is mandatory for invoices over **250.00 €** in order to deduct the Input VAT:

- Complete name and complete address of the entrepreneur and the recipient of benefit
- Tax number or VAT-ID of the entrepreneur
- Consecutive invoice number
- Amount and type of supplied items or type/scope of the provided services
- Date of providing the services or the delivery of goods
- The invoiced amount and corresponding tax in a total sum
- Applicable tax rate or reference to tax exemptions
- Issue date of the invoice

### Special regulations

Special regulations exist, among others, for tickets, vehicular deliveries, transportation or shipping of deliveries, travel services, differential taxation and triangular trades!

### Information as from April 2019

The information contained in this sheet is based on current law and on currently available information. It serves as a guideline only and does not replace professional financial, legal, tax or other advice. Whilst we have prepared the information to our best knowledge, we cannot guarantee completeness of the given information and will not assume liability for the information provided.

We invite you to a first meeting to ask your questions without obligations. You can contact us by telephone at **+49 69 971231-0** or by email at [glaeske@sk-wpg.de](mailto:glaeske@sk-wpg.de).