

Tax-Compliant Vendor Bill

Bill To:

ABC Corporation
123 Main Street
Anytown, State ZIP
Tax ID: 987654321

Vendor:

XYZ Supplies, Inc.
456 Commerce Ave.
Cityville, State ZIP
Tax ID: 123456789

Bill Number: VB-2024-053

Bill Date: 2024-06-26

Due Date: 2024-07-10

Reference/PO: PO-8732

Description	Qty	Unit Price	Tax Rate	Amount
Office Supplies - Paper	50	4.00	10%	220.00
Office Supplies - Pens	100	1.50	10%	165.00

Subtotal: 385.00

Tax (10%): 38.50

Total: 423.50

Bank Details:

Account Name: XYZ Supplies, Inc.
Bank: City National Bank
Account Number: 0012567890
IBAN: US24CNBK00012567890

Important Notes:

- Ensure the bill includes valid Tax Identification Numbers for both vendor and client.
- All taxable items must display applicable tax rates and calculation breakdowns.
- Document should be retained as per statutory requirements for tax audits.
- Bank details on the bill must match those registered with the vendor’s official records.
- Verify the bill date and due date to process timely payments and avoid penalties.