

# SPENDING ACCOUNT RECEIPT REQUIREMENTS

Invoice / Facture

ASEBP requires documentation showing a completed transaction, including proof of payment and any applicable taxes. Photos/scans of receipts, invoices, membership agreements, bills, work orders, or statements are accepted but **must include**:

- 1 details of the item(s) purchased
- 2 date payment was processed
- 3 amount paid, including taxes
- 4 payment confirmation
- 5 details about who sold the item

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**Paid / Payé**  
Sold by / Vendu par secured order  
GST/HST # 824973929RT0001

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Invoice date / Date de facturation: 17 April 2020  
Invoice # / N de facture: INV-CA-1461963534-2020-2640  
Total payable / Total à payer: \$167.48

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For questions about your order, visit [www.amazon.ca/contact-us](http://www.amazon.ca/contact-us) / Pour toute question concernant votre commande, visitez le site [www.amazon.ca/contact-us](http://www.amazon.ca/contact-us)

<b>Billing address / Adresse de facturation</b>	<b>Delivery address / Adresse de livraison</b>	<b>Sold by / Vendu par</b> secured order 2165 Buckingham rd Unit # 5 Oakville, Ontario, L6H 0W7 CA	5
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## Order information / Informations la commande

Order date / Date de commande: 11 April 2020  
Order # / Ordre #: 702-0181969-0671445  
Shipment date / Date d'expédition: 17 April 2020  
Shipment # / Expédition #: 27342982840301

## Invoice details / Détails de la facture

Description	Qty/Quantité	Unit price/Notre prix	Discount/Remise	Federal Tax/Impôt fédéral	Provincial Tax/Taxe provinciale	Item subtotal/Total partiel d'élément
				[GST/HST/TPS/TVH]	[PST/IRST/QST/TVP/TVQ/TVQ]	
Garmin Forerunner 35, Easy-to-Use GPS Running Watch, White ASIN: B01KPUHE62	1	\$159.50	\$0.00	\$7.98	\$0.00	\$167.48

Invoice Subtotal / Total partiel de la facture: \$167.48

Item subtotal/Total d'élément (excl. TAX)	FED TAX/Impôt fédéral [GST/HST/TPS/TVH]	PROV TAX/Taxe provinciale [PST/IRST/QST/TVP/TVQ/TVQ]	TAX subtotal/Total d'impôt
Total	\$159.50	\$7.98	\$0.00

## WHAT IS NOT ACCEPTED?

Order confirmations or summary statements indicate what goods or service are intended to be purchased and at what price, but do not confirm payment was made. These will not be accepted in place of a receipt.



### View order details

Order date: Nov 24, 2020  
Order #: 113-1393801-6296205  
Order total: \$309.00 (1 item)

### Shipment details

One-Day Shipping

### Delivered

Delivery Estimate  
Monday, November 30, 2020 by 9pm



New Apple Watch SE \$309.00  
(GPS + Cellular, 40mm) - Gold Aluminum Case with...  
Qty: 1  
Sold By: Amazon.com Services LLC

- X Lack of payment information
  - No confirmation payment was made to vendor
- X Absence of payment transaction details
  - No method of payment, date payment processed, or transaction number
- X Absence of tax information
  - Taxes paid (GST, sales tax) are necessary for accounting purposes
- X Itemization and description
  - Discounts, refunds, or price adjustments are not shown.  
Total transaction number does not match sum of items

**Note:** You may need to submit a receipt for Wellness Spending Account expenses—you will be prompted during the submission process on My ASEBP if it is required. As you would with your tax documents, keep all receipts for at least seven years.