

No one likes payment delays. So, to ensure your invoices can be processed quickly and seamlessly, we have developed a simple checklist in line with the invoicing requirements laid out by the NDIA. By including the below details in your invoice, our team can get your invoices processed in a timely manner.

## Details to include with every invoice:

- Provider name and Australian Business Number ABN
- Provider Invoice Number (each invoice must have its own unique number)
- Provider invoice date (dd/mm/yyyy format only)
- Provider bank account name, BSB number and account number
- Participants name and/or NDIS number
- Participants residential address
- Support/service item number (if known)
- Support date/s (dd/mm/yyyy format only)
- Quantity (in decimal format e.g. use 1.5 to represent one hour and thirty minutes)
- Unit price (your unit or hourly rate)
- GST (typically there is no GST for NDIS supports)
- Individual line subtotal & invoice total

All invoices must be sent to [account@first2care.com.au](mailto:account@first2care.com.au)