💜 Provider Invoice Checklist

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
- ☐ Participant's name and/or NDIS number
- ☐ Participant's 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 Applied (Most services and supports under the NDIS are GST-free)
- ☐ Individual line subtotal & invoice total
- ☐ Invoices are submitted in a secure format, PDF, JPEG or PNG

All invoices must be sent to **accounts@first2care.com.au**

FIRST 2 CARE
PLAN MANAGERS