

Dear Providers,

Thank you for submitting your invoice to us.

While we always aim to get your invoices processed as quickly as possible, sometimes delays occur which are outside of our control. To help avoid unnecessary delays, make sure you always provide us with clear and complete invoices that only include services that are covered under the NDIS. (We aim to make all payments within 3 business days)

Please make sure you include the following details to make sure your invoice can be processed by the NDIS:

- ✔ Your business name, ABN and bank details
  - ABN as referenced on the ABN lookup: <http://www.abr.business.gov.au/>
- ✔ The customer's full name and NDIS number
- ✔ The service provided (include the NDIS line item number)
  - Correct item pricing as per NDIA Guide
  - Link: <https://www.ndis.gov.au/providers/pricing-and-payment>
- ✔ The date that the invoice was issued AND the date the service was delivered
- ✔ The number of hours of support provided and at what hourly rate
- ✔ An invoice number (compliant ATO Tax Invoice)
  - ATO acceptable Tax invoice format:  
<https://www.ato.gov.au/Business/GST/Tax-invoices/>
- ✔ Invoice total (including GST - the GST cannot be on top of the maximum hourly rate)

Warm Regards,

Leisure Networks