

Requirements of Invoices

As per the requirements of ATO and NDIS, service providers must include the following information on their invoices.

- TAX INVOICE / INVOICE / Proforma Invoice as header. Quote, Sales Order, Statement are not accepted.
- A unique invoice number.
- The Provider's name.
- The Provider's contact details.
- Valid ABN of the provider. If the provider is not registered with GST, GST cannot be charged.
- The Participant's name
- The Participant's NDIS number
- Support dates
- support line item
- Hours / quantity
- Unit price. It must be within the NDIS price guide.
- A short description of the support provided.
- Location of support being delivered.
- Total amount claimable

The providers should also advise AIIM Choices their bank account details or include the information on their invoices clearly. If any changes of the bank accounts details, the providers must advise AIIM Choices immediately in writing.

Depending on the nature of the support being delivered, additional documentation guidelines may apply and be requested as part of the Provider Payment Assurance Program.

For further information, please refer to the links below.

<https://www.ndis.gov.au/providers/working-provider/getting-paid#making-payment-requests>

<https://www.ato.gov.au/business/gst/tax-invoices/>

Or contact NDIS on 1800 800 110

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Registered NDIS Provider



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