

NDIS invoice must-haves

Want to get paid quickly and avoid delays? This guide shows you exactly what to include on your invoices to make sure they meet NDIA requirements and get processed without a hitch.

Provider details

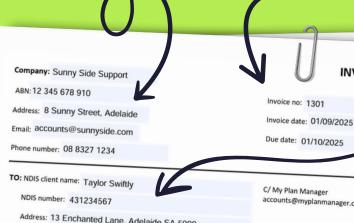
- Business name
- ABN
- Contact information

Invoice info

- Unique invoice number
- Date of issue

Participant details

- Full name
- NDIS number
- Address with postcode (if it's for SDA)
- Note: an invoice can only be for one participant



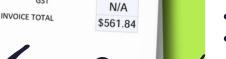


Service delivery date

Support provided

- Item number (listed in the NDIS Support Catalogue)
- Description of support
- Hours/quantity provided
- Rate charged per hour/unit
- Multiple supports should be on separate lines

Payment details Account name: Sunny Side Accounts BSB: 012-345 Account number: 12345678



INVOICE

Payment summary

- Total invoice amount
- GST component if applicable (most NDIS supports are GST free)
- Bank details for payment