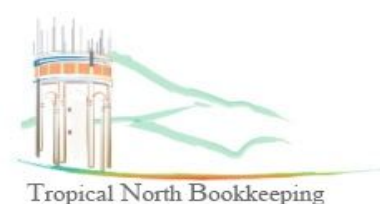


# QUICK REFERENCE



## Checklist: Is the Invoice Compliant?

Invoice Details	ATO Required?	NDIS Required ?	Good Invoicing Practices
The words "Invoice" on it <u>IF A TAX INVOICE:</u> The words "Tax Invoice"	Y	Y	Y
The identity of the supplier / seller	Y	Y	Y
The ABN of the supplier / seller	Y	Y	Y
Date of issue	Y	Y	Y
The Quantity (Qty) - number of hours or items	Y	Y	Y
Brief description of goods or services supplied	Y	Y	Y
The Rate or Price - per hour or per item	Y	Y	Y
The Total Amount of the invoice	Y	Y	Y
<u>IF A TAX INVOICE:</u> The GST payable	Y	Y	Y
<u>IF A TAX INVOICE:</u> Show the GST amount for each item clearly OR state that the total price includes GST	Y	Y	Y
Participant name		Y	Y
Participant NDIS Number		Y	Y
Dates support were delivered on		Y	Y
Support Line Item reference number		Y	Y
Contact details eg. phone, address, or email of supplier / seller			Y
Contact details eg. phone, address, or email of participant			Y

*This factsheet has accurate information as of 1 July 2020*