



## A guide for providers for NDIS invoicing

Where a participant has plan managed funding in their NDIS plan and Parent To Parent are managing their funds, you will need to send your invoices to us for processing and payment.

If you are providing support or services to participants on the NDIS and that have plan managed funding in their NDIS plans you are a National Disability Insurance Scheme (NDIS) service provider.

**Invoices to participants plan managed by Parent To Parent can be emailed to:**  
[ndisfinance@p2pqld.org.au](mailto:ndisfinance@p2pqld.org.au)

### What is needed on an invoice?

There are several requirements that need to be on invoices from providers. Providing the following information on your invoices makes it easier for us to process your invoices in a timely manner.

- Your business name and your ABN. The details on the invoice need to match the information on the ABN lookup website- <https://abr.business.gov.au/>
- All invoices must have a unique invoice number, you cannot use the same invoice number twice as our system will reject it.
- The date the invoice was issued
- The Participants name (first and last name). All invoices need to be made out to the participant, not P2P or other members of the family (e.g. parents or guardians) While NDIS numbers are not compulsory on invoices, they do help and can make processing easier.
- The date(s) the support was provided
- A short, clear description of the services provided
- The amount of hours provided for each support
- The hourly rate for the support
- The total amount due
- Your bank details and name of account
- An email address for your remittance

**Have a look at the example invoice below for some tips!**

We ask for your contact details so we can send you remittance advice or contact you with any questions

Make sure to include your Entity Name and ABN number


Please use a unique invoice number to help easily identify the payment

The invoice should be made out to the participant not P2P. Include their NDIS number if you know it.

Please show the support dates, and add a clear description of the support. If you know the line item you can add this too.

Make sure your bank account details are correct and clearly listed

Check the total amount is calculated correctly.



## Tax Invoice

<b>Provider Name:</b> AB Cleaning <b>ABN:</b> 10 000 000 000	<b>Invoice Number:</b> 1253
<b>Provider Address:</b> 5 Station Street, Woombye <b>Phone:</b> 1800 000 000 <b>Email:</b> finance@abcleaning.com.au	<b>Invoice Date:</b> 23/01/2023

**Participant: John Smith NDIS No: 43004255**

Support Date	Description/ Line Item	QTY No of Hours	Hrly Rate	Total
24/01/23	Cleaning 01_020_0120_1_1	1	\$30	\$30
25/01/23	Community participation, 1 on 1, Wednesday 04_104_0125_6_1	5	\$40	\$200
<b>Total Due</b>				<b>\$230</b>

Bank Details  
 BSB: 002-200  
 Account No: 77777777  
 Name of Account: P2P

## Further information

- GST is not payable on most supports under the NDIS, please refer [here](#) for more information
- We would prefer PDF files for invoices. Formats such as Word documents or Excel spreadsheets, when opened can display information improperly when opened. We can give you tips on how to do this.
- The ATO has requirement for invoices please refer further to the ATO website for further information
- Check your invoices before sending, make sure everything is there as required

## Have any questions?

Please do not hesitate to contact us on 1800 777 723 or by email [ndisfinance@p2pqld.org.au](mailto:ndisfinance@p2pqld.org.au)