

INVOICE SUBMISSION REQUIREMENTS

Please email all original invoices to: planmanagement@headwaygippsland.org.au

As <u>we are processing this claim on behalf of the participant</u> in an intermediary payments capacity only, the <u>invoice needs to be addressed directly to the participant</u> and not to Headway Gippsland.

To ensure your invoice can be processed in a timely manner, please ensure it contains the following information:

pro	vider's NDIS l	business	name and	lists	professional	membership	s/registrations	held
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invoice number

provider's ABN

participant's name and NDIS number

support item number listed in the NDIS Support Catalogue

amount and quantity claimed for each unit of the support provided for example, \$51.09 each x 2 units

date/s the support was delivered

date of invoice (must be <u>after</u> the date/s the support was delivered)

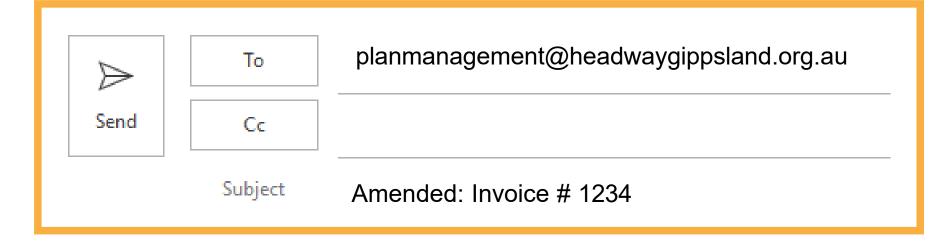
total invoice amount

GST component if applicable (most services are GST free).

Please note: An invoice can only be for one participant, but can include multiple supports and multiple days

AMENDED INVOICE SUBMISSION

If you need to amend your invoice, please email it to planmanagement@headwaygippsland.org.au with AMENDED clearly in the subject line.

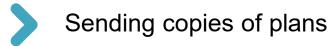


INVOICE STATUS ENQUIRIES

Please email all follow-ups for previously submitted invoices to invoiceenquiries@headwaygippsland.org.au
As per NDIS Guidelines, please allow 5 business days for Plan Managers to validate invoices and 2 business days to reimburse the provider (excluding public holidays).

OTHER QUERIES

Email intake@headwaygippsland.org.au for:



Requests to join or cease services

