

Unregistered Provider Invoice

Checklist

When choosing providers for your NDIS supports, it's important to understand the difference between registered and unregistered [service providers](#), as this can affect your funding and service options. For more detailed information about each type of provider and their services, please read [this article on the MyCareSpace website](#).

If you are hiring an unregistered provider for NDIS supports, you will need a proper invoice to make a payment. It's important that the invoice includes the following information:

Business Name

The name of the business as shown on their ABN (Australian Business Number).

ABN (Australian Business Number)

The provider must have an ABN to give you services.

Contact Information

Includes the provider's phone number and email address.

Invoice Number

A unique number for tracking the invoice.

Invoice Date

The date when the invoice is created.

Your Details

Your name and NDIS number.

Payment Terms and Due Date

When is the payment due?

Total Invoice Amount

The total amount you need to pay.

GST (if applicable)

Shows if GST is included in the total amount.

Quantity of Service Provided, or Number of Hours

How many hours or days of service were provided?

Unit Price of Service Provided (this is the Rate)

The rate charged for each hour or unit of service.

Dates of Service Delivery

The dates when services were provided.

Description of the Support Provided

A short description of the support and how it helps with your NDIS goals.

Units of Measurement

When you receive an invoice, it's important to understand the units of measurement used. These units help you know how the service was provided and how much you are paying:

- **Each:** Used for individual items or one-time services (e.g., equipment).
- **Hour:** Common for services billed by the hour (e.g., support worker for 2 hours).
- **Day:** Applies when services are provided over a full day (e.g., 1 day of support).
- **Week:** Used for weekly services (e.g., support provided over several days in a week).
- **Month:** Common for ongoing monthly services (e.g., regular support every month).
- **Year:** Used for annual fees or subscriptions (e.g., a yearly service).

Important Notes

- Make sure all invoices are clear and easy to read.
- If you have questions about your invoice or NDIS rules, ask your Local Area Coordinator (LAC) or Support Coordinator.

Recent Changes to NDIS Rules

As of October 3, 2024, there are new rules about how NDIS funding can be used. You can only use your funding for approved NDIS supports. Make sure any services from unregistered providers follow these rules to avoid problems with your funding.

Unregistered Provider Invoice Example

[Provider Name]

[ABN]

[Contact Information]

Invoice Number: [12345]

Invoice Date: [DD/MM/YYYY]

To: [Your Name]

NDIS Number: [Your NDIS Number]

Payment Terms: [Due Date]

Total Amount: \$[Amount] (include GST if applicable)

Service Description:

- Support Type: [Description]
- Quantity: [Number of Hours/Days]
- Unit Price: \$[Rate]
- Dates of Service: [DD/MM/YYYY to DD/MM/YYYY]

Thank you for your business!