

# BUDGET **NET**

## PLAN MANAGEMENT

### PROVIDER INVOICE CHECKLIST

If you are a provider working with a participant who is plan managed with BudgetNet, include the below items on your invoice to ensure you are paid as quickly as possible.

- ✓ Provider ABN
- ✓ Participant's Full Name  
(NDIS number & home address if you know them)
- ✓ Unique Invoice Number
- ✓ Provider's bank details for payment  
(BSB & Account Number)
- ✓ Date the service was delivered
- ✓ NDIS item code  
e.g House and/or Yard Maintenance  
01\_019\_0120\_1\_1
- ✓ Hourly rate in line with the NDIS price guide
- ✓ Provider's email address

**For prompt payment, please email your invoice as a PDF attachment to: [ndis@budgetnet.com.au](mailto:ndis@budgetnet.com.au)**

**You may also submit invoices using these alternative methods:**  
**SMS: 0428 583 575 Mail: PO Box 28, Melton, VIC 3337**