

To prevent delays in payment, please make sure the following details are included on all invoices sent to the icare Workers Care Program.

1	Tax invoice	Each invoice MUST clearly use the words 'tax invoice' in the title (not just 'invoice').
2	Invoice number	Each invoice MUST have a unique number.
3	Invoice date	Each invoice MUST include the date the invoice was issued (following completion of the service or as per agreement).
4	ABN of registered business	Each invoice MUST include an ABN (Australian Business Number).
5	ATO registered business name	Each invoice MUST include the registered business name. The business name MUST be the name that the Australian Tax Office has registered to the ABN included on the invoice. Details of the ABN and name will be listed on the Australian Business Register at www.abr.gov.au Go to: Quick Links > Check an ABN in ABN Lookup
6	Registered address or preferred address for payment	Each invoice MUST include the registered address of the business or the preferred address for payment.
7	Approval number and payment code	Each invoice MUST include the correct approval number and payment code. These are written on the Notice or Purchase Order. An approval number always starts with RP (such as RP12-3456). A payment code is always listed alongside the approved service.
8	The name of the worker and their claim number	Each invoice MUST include the full name of the worker and their claim number (such as 000111WC).
9	List the services or goods, with units and unit price extended to give a cost, excluding GST with the date/ occasion of service	Each invoice MUST provide a clear description of the goods or services provided to the worker. It should also set out: <ul style="list-style-type: none"> • number of units supplied • unit price • date the service was provided on. The GST exclusive cost or fee charged should be stated in each case. Where an item is GST exempt, this should be indicated.
10	SIRA approval number	SIRA approval/provider number (if relevant)
11	GST exclusive total	Each invoice MUST include the GST exclusive sub-total of costs or fees claimed.
12	GST amount	Each invoice MUST specify 10% of the total of GST applicable items (not necessarily GST exclusive).
13	TOTAL amount due	Each invoice MUST specify the total amount due, including GST.

Workers Care Program

GPO Box 4052 Sydney NSW 2001

General Phone Enquiries: 1300 738 586

Fax: 1300 738 583

Email: enquiries.workers-care@icare.nsw.gov.au

www.icare.nsw.gov.au

If a tax invoice is missing any of the above requirements or includes incorrect details, it may be returned to you for correction. This may result in a delay in payment.

Duplicate invoices should only be issued upon specific request by the **icare** Workers Care Program.

New providers to icare:

If you are providing services to a worker for the first time, you will need to complete a *Vendor file addition/Change request form* and send it to Workers Care (see details below). This form is available from the **icare** Workers Care coordinator.

Submitting the invoice

Email (as PDF attachment)	workers-careap@icare.nsw.gov.au Email is the preferred method for invoice submission.
Fax	1300 738 583
Mail	icare Workers Care Program GPO Box 4052 Sydney NSW 2001

Invoice enquiries

Telephone (Accounts Payable)	1300 416 829
Fax	1300 738 583
Email	finance.workers-care@icare.nsw.gov.au
Website	www.icare.nsw.gov.au
Address	icare Workers Care Program GPO Box 4052 Sydney NSW 2001

For more information or to contact the icare Workers Care Program

Address GPO Box 4052, Sydney NSW 2001 **Phone** 1300 738 586 **Fax** 1300 738 583

Email enquiries.workers-care@icare.nsw.gov.au Web www.icare.nsw.gov.au