

Tax invoicing requirements

You must be registered in our system as a vendor with your correct details for us to process your tax invoice and make a payment to you. Register or update your business details on the How to invoice CTP Care webpage on the icare website www.icare.nsw.gov.au.

To prevent payment delays the tax invoice you submit to us must include the following Australian Tax Office, SIRA, and CTP Care invoicing requirements as listed in the table below. An example of a valid tax invoice is provided overleaf.

***Pharmacists** - for additional invoicing requirements, please refer to the State Insurance Regulatory Authority's (SIRA) Medication management in the NSW personal injury scheme: Better practice guide, available from the SIRA website: www.sira.nsw.gov.au.

Item #	Requirement	Detail
1	Title	Needs to include the words 'tax invoice' (not just 'invoice')
2	Unique invoice number	Each tax invoice is to have a unique number. Only if requested by CTP Care, issue a duplicate tax invoice
3	Invoice date	The date the tax invoice was issued following completion of the service or as per agreement
4	ATO registered business name and registered address or preferred address for payment	The business name is 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. Include the registered address of the business or the preferred address for payment, and provider phone and email contact details
5	ABN of registered business	Australian Business Number (ABN)
6	CTP Care's name and address	Address the tax invoice to CTP Care. We cannot pay tax invoices named or addressed incorrectly. Address to: CTP Care GPO Box 4052 Sydney NSW 2001
7	The client's full name and their claim number	Include the client's full name and their CTP claim number, which is found on the Service Approval / Purchase Order. The CTP claim number will not change for the lifetime of the claim
8	Approval number	Include the correct approval number, which is found on the Service Approval / Purchase Order to which your invoice refers. An approval number always starts with CTP-RP. For example: CTP-RPXXXX-XXX.

Item #	Requirement	Detail
9	Details of services provided	<p>Include all of the following:</p> <ul style="list-style-type: none"> • date the service was provided • clear description of the service provided • an item code for each service provided. Use either the payment code from the Service Approval / Purchase Order to which your invoice refers or an Australian Medical Association (AMA) code, where applicable • full name of the provider who delivered the services and their Medicare provider number, if applicable • unit price for the service/item, exempt of GST • quantity of the service/duration of services provided • the amount of GST payable per unit, if applicable • the total price of the service provided
10	Invoice summary	<p>The invoice summary is to include:</p> <ul style="list-style-type: none"> • GST exclusive sub-total of costs or fees claimed • total of GST applicable items. Leave blank if no GST applies to the invoice • total amount due, including GST
11	Notes	<p>If the provider is not registered for GST, it is to be mentioned here. Any other information related specifically to the invoice and not to the services provided is to be included here.</p>
12	Provider payment details	<p>Information provided here must match the information icare has about your banking details. Include:</p> <ul style="list-style-type: none"> • the name of the account as registered with the financial institution • BSB number • account number

How and where to send your tax invoice

We have a dedicated invoice email address. Please submit your tax invoice as a PDF to: careap@icare.nsw.gov.au

If you are unable to submit your invoice via email, post your invoice to the address below.

Note: please separate reports from tax invoices. Sending reports to the Care Finance Team may breach client privacy. Submit reports to ctpcare@icare.nsw.gov.au.

If you have enquiries about registering or updating your vendor details visit the icare website: <https://www.icare.nsw.gov.au/practitioners-and-providers/invoicing-and-payment/ctp-care>



Great Services Pty Ltd

Barrangaroo Street
Pyrmont NSW 2009
Phone: 0412 345 678
Email: email@greatservices.com.au

ABN: 12 345 678 999

Invoice to:
CTP Care
GPO Box 4052
Sydney NSW 2001
Email: careap@icare.nsw.gov.au

Services provided to:
John Doe
Claim number: ABCDE344532

Approval number: CTP-RP4561-2

1 Tax Invoice 9876 5432 2

3 Date: 2 March 2020

Date	Description	Code	Provider	Unit Price	Quantity	GST	Total Price
05/02/2020	Initial physiotherapy consultation physiotherapy consultation	TPH01	Donna Bloggs 8976541F	\$166.60	1	-	\$166.60
05/02/2020	Report and Plans	REP01	Donna Bloggs 8976541F	\$83.30	1	\$8.33	\$91.63
12/02/2020	Standard physiotherapy consultation	TPH02	Jane Smith 4024742F	\$166.60	1	-	\$166.60
19/02/2020	Case Conference	TPH12	Donna Bloggs 8976541F	\$83.30	1	-	\$83.30

Subtotal ex-GST	\$499.80
Total GST	\$8.33
Amount Due	\$508.13

11 Notes:

12 Payment details:
Account name: Great Services Pty Ltd
BSB: 123 456
Acc: 123456

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|-------------------------|---------------------------|------------------------------------|
| 1 Title | 5 ABN | 9 Service details |
| 2 Invoice number | 6 CTP Care details | 10 Invoice summary |
| 3 Invoice date | 7 Client details | 11 Notes |
| 4 Business name | 8 Approval number | 12 Provider payment details |