

Tax invoicing requirements – CTP Care

We can only process and pay your tax invoice if your business details are correctly registered with us. To register or update your business details, visit our webpage [How to invoice CTP Care | icare](#).

How to invoice us

Your tax invoice **must** include the information listed in the table below. We ask that invoices are submitted within 30 calendar days of the service provided. Omitting any of these details may result in payment delays or your tax invoice being returned for correction. An example of a valid tax invoice is provided below.

*Pharmacists – for additional invoicing requirements, refer to the State Insurance Regulatory Authority's (SIRA) *Medication management in the NSW personal injury schemes: 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	Use a unique number for each tax invoice. Only issue a duplicate tax invoice if requested by us.
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. Include the registered address of the business or the preferred address for payment, and provider phone and email contact details. 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.
5	ABN	Australian Business Number (ABN) of registered business.

Item #	Requirement	Detail
6	CTP Care's name and address	<p>Address the tax invoice to:</p> <p>CTP Care GPO Box 4052 Sydney NSW 2001</p>
7	Client's name and claim number	<p>Include the client's full name and their CTP claim number.</p> <p>These are found on the Service Approval / Purchase Order.</p> <p>The claim number does not change.</p>
8	Approval number	<p>Include the correct approval number on your tax invoice, beginning with CTP-RP. For example: CTP-RPXXXX-XXX.</p> <p>You can find the approval number on the current Service Approval / Purchase Order that your tax invoice relates to.</p>
9	Details of services provided	<p>Include all of the following:</p> <ul style="list-style-type: none"> • date that each individual 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 • the name of the medical practitioner or service provider • in the case of medical practitioner services, the provider's Medicare number or Australian Health Practitioner Regulation Agency (AHPRA) number • in the case of allied health services, the provider's SIRA approval number, AHPRA number, professional association accreditation or membership number • 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.

Item #	Requirement	Detail
10	Invoice summary	The invoice summary is to include: <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 • total amount due, including GST.
11	Notes	Make a note if the provider is not registered for GST. Include information related specifically to the tax invoice but not to the services provided.
12	Provider payment details	Payment details must match the information registered in our system. This includes: <ul style="list-style-type: none"> • the name of the account as registered with the financial institution • BSB number • account number.

Where to send your tax invoice

Submit your invoice as a PDF to careap@icare.nsw.gov.au. This is a dedicated invoice mailbox. If you are unable to submit your invoice via email, please post your invoice to:

CTP Care
 GPO Box 4052
 Sydney NSW 2001

Additional documents

To protect client privacy and avoid inadvertent disclosures of their personal or health information, you must separate all reports and other materials from tax invoices and send those separately to ctpcare@icare.nsw.gov.au.

Invoice enquires

The Care Finance team can be contacted for enquiries about invoices and accounts payable via:

- **Email:** carefinance@icare.nsw.gov.au
- **Phone:** 1300 416 829

CTP Care

GPO Box 4052, Sydney NSW 2001

Phone: 1300 738 586

Email: ctpcare@icare.nsw.gov.au

www.icare.nsw.gov.au



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 PHY0001388075	\$166.60	1	-	\$166.60
05/02/2020	Report and Plans	REP01	Donna Bloggs PHY0001388075	\$83.30	1	\$8.33	\$91.63
12/02/2020	Standard physiotherapy consultation	TPH02	Jane Smith PHY0001322358	\$166.60	1	-	\$166.60
19/02/2020	Case Conference	TPH12	Donna Bloggs PHY0001388075	\$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 |