GET PAID QUICKLY
Provider invoice checklist

If you are a service provider with clients who are plan managed by My Plan Manager, we know you want to get paid as quickly as possible.

For us to process your invoice it must include the following:

- A unique invoice number.
- Client full name (and NDIS number or address, if you know them).
- The date(s) of support delivered.
- Total quantity delivered (hours of support or number of items).
- The rate being charged (price per hour or item). This should fit within the NDIS price guide.
- Provider ABN.
- The bank account details where you want us to pay the money (account name, BSB and account number).

The last step is to email the invoice as a PDF to:
accounts@myplanmanager.com.au
(our dedicated inbox for invoices).

MY Plan Manager
A better way to manage your funding

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