

Information for Providers

As a Plan Manager we understand the importance of getting paid on time. That's why we have put together this information page so we can process invoices quickly and efficiently so providers don't have to chase up unpaid invoices.

Service Agreements/ Quote for Service

Please ensure your Service Agreement is signed by the participant or their nominee. This allows us to "quarantine" funds for your service during the plan period.

Invoice Checklist:

- | | |
|--|--------------------------------|
| ✓ Business Name and ABN | ✓ Business address |
| ✓ Business contact details | ✓ A unique invoice number |
| ✓ Participant name and NDIS number | ✓ Support date(s) |
| ✓ Details of services delivered or NDIS code | ✓ Rate per hour and total cost |
| ✓ Your bank details | |

Quotes/ Service agreement/enquiries admin@tacpm.com.au

Invoices invoices@tacpm.com.au

Any questions? Let us know by contacting us via email or on 0400 472 147