

NOTE: this is an example claim form. The applicant may be required to include additional information, depending on the selections made.

BEFORE YOU START

If you have invoices to claim now and expect to receive more before the closing date you can submit these in multiple stages both now and later via this Claim Request process.

Each program has specific rules laid out under the guidelines regarding claiming funds. Please refer to the Frequently Asked Questions relevant to your program for further information.

You will need:

- BP reference number
- ABN number
- Case number from original application
- Invoices

Ensure that your invoices are scanned individually as they will need to be uploaded to specific sections throughout the claim process.

Please note that the online form has file size restrictions (approx. 20MB total) – for each attachment please ensure the file size is 2.5MB or less to avoid submission issues.

SECTION 1 - APPLICANT DETAILS

Applicant Details > Claim Details > Bank Details > Declaration

Applicant Details

First Name *

Last Name *

Email Address *

ABN *

Include spaces, e.g: 12 312 312 312

BP Number *

Numbers only, beginning with 2 (e.g. 2545678)

Case Number *

Which program are you submitting invoices for? *

Please select...

Ensure you select the program for which you have an **approved application.**

SECTION 2 - CLAIM DETAILS

Applicant Details > Claim Details > Bank Details > Declaration

You can add **multiple invoices** by clicking the **Add another invoice** link at the bottom of the box.

Invoice

Amount (excluding GST) *	Supplier Name *
<input type="text" value="\$"/> <small>Full amount from invoice excluding GST</small>	<input type="text"/>
Supplier ABN *	Tax Invoice Reference Number *
<input type="text"/> <small>Include spaces, e.g: 12 312 312 312</small>	<input type="text"/>
Date of Invoice *	Upload Tax Invoice *
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <small>Please ensure file sizes are 2.5MB or less</small>

[Add another invoice](#)

Supporting Documentation

Please upload any other relevant documentation/information

Supporting Documentation

No file chosen
Please ensure file sizes are 2.5MB or less

[Add another supporting document](#)

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Details of each invoice you intend to claim are required to be **input individually**, with the relevant **invoice file attached**. You can upload multiple invoices in a single claim by selecting '**Add another invoice**'. This can be repeated an infinite number of times so you can provide as many eligible invoices in a single claim as you'd like.

SECTION 2 - CLAIM DETAILS

Supporting Documentation

Please upload any other relevant documentation/information

Supporting Documentation

No file chosen

Please ensure files are 2.5MB or less

EXAMPLE ONLY - NOT AN OFFICIAL CLAIM FORM

[Add another supporting document](#)

Upload any additional supporting documentation relevant to your claim -
this section is not mandatory.

SECTION 3 - BANK DETAILS

Applicant Details > Claim Details > **Bank Details** > Declaration

Bank Details

Account Holder Name *	Bank/Credit Union Name *
<input type="text"/>	<input type="text"/>
Account Number *	BSB Number *
<input type="text"/>	<input type="text"/>

EXAMPLE ONLY - NOT AN OFFICIAL CLAIM FORM

The bank account details provided in this section should be your bank account details - we are unable to pay directly to third parties.

SECTION 4 - DECLARATION

Applicant Details > Claim Details > Bank Details > Declaration

General Statement & Privacy

General Statement

Any person who knowingly and with intent to defraud the Authority or another person, files an application for assistance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent act, which is a crime under the Crimes Act 1900 and subjects the person to criminal penalties.

Privacy

The information in this claim is provided voluntarily and is being collected by the Authority for purposes related to the administration of the scheme of assistance under which you have applied, including the assessment of the effectiveness of the scheme. This may involve disclosing the information in this claim to contractors engaged by the Authority or to either State or Commonwealth government agencies. We will supply you with details of those that we have disclosed information to, if you apply to us in writing.

Not providing the information requested in this claim or providing false or misleading or incomplete information may impact on the ability of the Authority to accurately assess your claim.

The Authority agrees to take all reasonable measures to ensure that the personal information collected by it is stored securely.

You may access or correct your personal information by contacting the Authority by telephone on 1800 678 593 (toll free) or by writing to: Manager Administration, NSW Rural Assistance Authority, Locked Bag 23, ORANGE, NSW, 2800.

I agree *

Thank you for your claim.

**You must read and agree
with the declarations to
be able to move on and
submit your claim form.**

SUBMISSION CONFIRMATION

Submission Successful

Thank you for your submission.

Your case number has been provided in an email to the email address supplied.

You will be notified throughout the application process.

Your application is now complete. In order to improve the customer experience moving forward, please take a moment to complete a short optional survey. If you do not wish to provide feedback, please close this window.

How did you hear about this program?

How easy or difficult was it to complete the application?

- Very easy
- Easy
- Neutral
- Difficult
- Very difficult

Did you find the following features helpful in completing your application?

Website

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- Not Applicable

Guidelines

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- Not Applicable

You should receive this
'Submission Successful'
message once completed.