

## Claiming payment

Example claim form for approved applicants

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### 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.

The claim form allows a maximum of 10 invoices per submission. To submit more than 10, you will need to complete one submission for the first 10 invoices, then start a new claim for the remaining invoices.

Each program has specific rules relating to the claiming of funds, which are set out in the program guidelines. Please also refer to the 'frequently asked questions' relevant to your program for further information.

When submitting a claim request, you will need your:

- ABN
- RAA 'BP number'
- case number from your original application
- copies of invoices
- proof of payment (for grant claims).

Handy hints:

- Ensure that your documents are scanned individually as they will need to be uploaded to specific sections throughout the form.
- 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.
- The Claim Form will not accept uploads for the file type **.heic**.

Please note, the images provided in this document are examples only. You may be required to provide additional information, depending on the selections you make.

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### Section 1: Applicant details

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

Section 1 of 3

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**Applicant details**

First name \*  Last name \*

Email address \*

ABN \*  BP number \*

Include spaces, e.g: 12 312 312 312 Numbers only, beginning with 2 (e.g. 2545578)

Case number \*  Which program are you submitting invoices for? \*

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If you are submitting a claim for a loan program - you will be asked '**Is this your final payment?**'. This is important as it will let the Payments Officer know that your loan needs to be finalised.

Section 1 of 3

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**Applicant details**

First name \*  Last name \*

Email address \*

ABN \*  BP number \*

Include spaces, e.g: 12 312 312 312 Numbers only, beginning with 2 (e.g. 2545578)

Case number \*  Which program are you submitting invoices for?

Is this your last payment?

☐ Yes

☐ No

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### Section 2: Claim details

Details of each invoice you intend to claim are required to be input **individually**, with the relevant invoice file attached.

Section 2 of 3

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**Please note: Claims are paid exclusive of GST. Please take this into account when submitting a claim request.**

You can add **multiple invoices** by answering "Yes" to the question **Would you like to add an additional invoice?** at the bottom of the page.

#### Invoice

Amount \*

\$

Does the amount entered include GST? \*

☐ Yes

☐ No

Upload tax invoice \*

No file chosen

Please ensure file sizes are 2.5MB or less

Date of invoice \*

Tax invoice reference number \*

Supplier name \*

Supplier ABN \*

#### Proof of payment

Please upload proof of payment documents here. Proof of payment can consist of receipts, bank statements, internet banking payment receipts, etc.

Proof of payment documents \*

No file chosen

Please ensure file sizes are 2.5MB or less

Would you like to add an additional invoice? \*

☐ Yes

☐ No

If you are making a claim submission for a grant program, you will be required to upload **Proof of Payment** which is at the bottom of the invoice section.

To add another invoice to this submission, please answer **Yes** to the question at the bottom of the page.

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## Section 2: Supporting Documentation

If required, you can upload other supporting documentation here. This might include photographs, a diesel log or bank statement, for example. Please note that this section is not mandatory.

You can add multiple files here by clicking on the **Add another supporting document**.

### Proof of payment

Please upload proof of payment documents here. Proof of payment can consist of receipts, bank statements, internet banking payment receipts, etc.

Proof of payment documents \*

Choose File

No file chosen

Please ensure file sizes are 2.5MB or less

Would you like to add an additional invoice? \*

☐ Yes

☐ No

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### Section 3: Declaration

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

#### Section 3 of 3

You are no longer able to update your bank account details via this form. If you would like to update your bank account for payments please contact the RAA by calling 1800 678 593 or email [rural.assist@raa.nsw.gov.au](mailto:rural.assist@raa.nsw.gov.au).

#### General Statement & Privacy

##### General Statement \*

Any person who knowingly and with intent to defraud the NSW Rural Assistance Authority ('the Authority) or another person, files a claim request 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 Collection Notice \*

The information in this claim request is provided voluntarily and is being collected by the NSW Rural Assistance Authority ('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 request to a third party engaged by the Authority or to either State or Commonwealth government agencies. The Authority will supply you with details of those parties that the Authority has disclosed information to if you apply to the Authority in writing. Information regarding this claim request may also be discussed and exchanged by the Authority with the authorised nominated contact persons listed by you as part of your application.

The Authority agrees to take all reasonable measures to ensure that the personal information collected by the Authority 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. Calls to "1800" numbers from your home phone are free. Calls from public phones and mobiles may be timed and attract charges.

☐ I agree \*

Thank you for your claim.

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Submit

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## Submission confirmation

You should receive this '**Submission successful**' message once completed. You will also receive an email from the RAA with a case number for your claim and a PDF copy of the responses in your submission.

### 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.