

Claiming invoice payments

Example claim form for approved applicants



Claiming invoice payments

Example claim form for approved applicants

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:

- your entity name and ABN
- your RAA 'BP number'
- your case number from your original application
- invoices.

Handy hints:

- Ensure that your documents are scanned individually as they will need to be uploaded to specific sections throughout the form.
- 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.

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

Claiming invoice payments

Example claim form for approved applicants

Section: Applicant details

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

Page: **1** 2 3

Applicant Details > Claim 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...

Claiming invoice payments

Example claim form for approved applicants

Section: Claim details

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.

Page: 1 2 3

Applicant Details > Claim Details > Declaration

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

Invoice

Amount *

\$

Does the amount entered include GST? *

☐ Yes ☐ No

Upload Tax Invoice *

Choose file No file chosen

Please ensure file sizes are 2.5MB or less

Date of Invoice *

Tax Invoice Reference Number *

Supplier Name *

Supplier ABN *

Include spaces, e.g: 12 312 312 312

Add another invoice

Supporting Documentation

Please upload any other relevant documentation/information

Supporting Documentation

Choose file No file chosen

Please ensure file sizes are 2.5MB or less

Add another supporting document

Page 4

Claiming invoice payments

Example claim form for approved applicants

Section: Declaration

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

Page: 1 2 3

Applicant Details > Claim Details > Declaration

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 673 596 or email rural.assist@raa.nsw.gov.au.

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

Previous Page

Submit

Claiming invoice payments

Example claim form for approved applicants

Submission confirmation

You should receive this '**Submission successful**' message once completed.

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.