Rural Assistance Authority



Claiming invoice payments

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.

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:

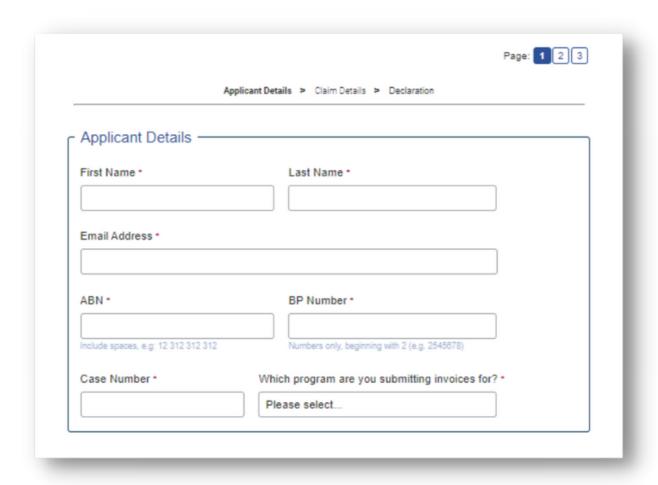
- Ensure that your documents are scanned <u>individually</u> as they will need to be uploaded to specific sections throughout the form.
- Please note that the online form has file size restrictions (approx. 20MB total) for each attachment please ensure the file size is 2.5MB or less to avoid submission 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.

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Section: Applicant details

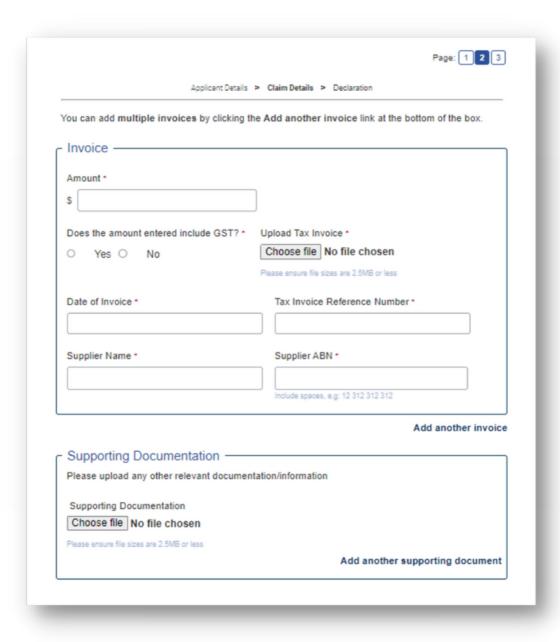
Please ensure you select the program for which you have an approved application.



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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.

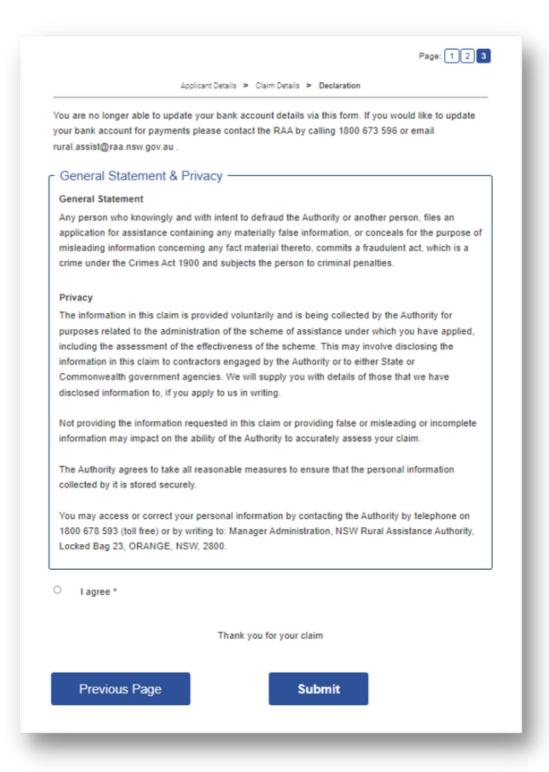


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Section: Declaration

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



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Submission confirmation

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

