



My Mobile Plan Manager
Your Trusted NDIS Accountant

Do you want to get paid faster? Follow these steps ...

Before forwarding your invoice to My Mobile Plan Manager, please double-check the listed information below to get your invoices paid faster.

- ✓ ABN
 - ✓ Bank Details
 - ✓ Contact information of the provider
 - ✓ Participant's name
 - ✓ Participant's Address
 - ✓ Participant's Ndis Number
 - ✓ Invoice date
 - ✓ Invoice number
 - ✓ Invoice due date
 - ✓ Dates of service delivery
 - ✓ Match item code, service description, and amount per hour with the NDIS price guide
 - ✓ Make sure the number of hours, total and grand total are correct
 - ✓ Send the invoice to the right email address
 - ✓ Make sure the Participant and/or Participant's representative/nominee/guardian is made aware of the invoice i.e., hours of service provided, which service provided and the amount of invoice because we verify with them before we process the invoice
 - ✓ We verify with the NDIS if we believe any discrepancies in the invoice
 - ✓ Send invoice in PDF version to: invoices@mymobileplanmanager.com.au
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02 8552 7092



admin@mymobileplanmanager.com.au



www.mymobileplanmanager.com.au