



# Notification of Australian Business Number and reference identification for tax treatment purposes and Recipient Created Tax Invoice agreement (HW055)

## When to use this form

If you receive or may receive payments from Services Australia that are subject to Goods and Services Tax (GST), you must comply with the requirements of the GST legislation by:

- entering into a RCTI agreement with Services Australia
- providing the Australian Business Number (ABN) of the enterprise, and
- advising Services Australia if your ABN reference identification (ID) details change.

By completing this form, you are entering into an agreement with Services Australia.

## Important information

You must have an ABN to enter into a Recipient Created Tax Invoice (RCTI) agreement with Services Australia.

## For more information

Go to [servicesaustralia.gov.au/healthprofessionals](http://servicesaustralia.gov.au/healthprofessionals) or call 1800 653 629 Monday to Friday, 9 am to 5 pm, Australian Eastern Standard Time.

### Filling in this form

You can fill this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and complete it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.

### Returning this form

Check that you have answered all the questions you need to answer and that you have signed and dated this form.

Return this form and any supporting documents by:

- **email to [abn.rcti.notifications@servicesaustralia.gov.au](mailto:abn.rcti.notifications@servicesaustralia.gov.au)**  
There may be risks with sending personal information through unsecured networks or email channels.
- fax to 1800 069 288
- post to  
Services Australia  
GST Programme  
PO Box 2956  
ADELAIDE SA 5001

## Contact person's details

The contact person is the person who is authorised to discuss details about this form. The contact person must be authorised by the owner(s) of the organisation to advise Services Australia of changes. All correspondence will be addressed to the contact person.

1 Dr  Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

2 Postal address

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Postcode

3 Daytime phone number (including area code)

Mobile phone number

Fax number (including area code)

Email

4 Position held

## Taxation status

You must have an ABN to enter into a RCTI agreement with Services Australia.

5 Australian Business Number (ABN)

ABN branch registration number, if applicable

6 Business/trading name under which the ABN is registered



MCA0HW055 2412

**7** ABN registration date as advised by the Australian Taxation Office (DD MM YYYY)


**8** Are you registered for GST?

If you are not registered for GST, you may not enter into an RCTI agreement.

No

Yes  Start date (DD MM YYYY)


### Services Australia reference ID

Provide ONLY those Services Australia reference IDs that are to be linked to your ABN.

**9** Provider number(s)


**10** Pharmacy approval number(s)


**11** Other Services Australia reference ID(s)


If you need more space, provide a separate sheet with details.

### Notification dates

**12** Date for Services Australia reference ID(s) to be linked to the ABN provided at **question 5**.

Start date when you want the payments to commence (DD MM YYYY)


End date (if applicable) (DD MM YYYY)


### Recipient Created Tax Invoice agreement

**13** What is a Recipient Created Tax Invoice (RCTI) agreement?

The legislation allows Services Australia, as the receiver of the services, to take responsibility for issuing a tax invoice on behalf of those that receive payments from us. The RCTI agreement authorises Services Australia, on behalf of the payee to issue RCTIs. A person authorised to sign on behalf of the payee should sign the RCTI agreement.

**Services Australia recommends that all organisations enter into an RCTI agreement with us.**

Read the conditions of the agreement below.

### Conditions of the agreement

- Services Australia will issue RCTIs for payments in respect of all taxable supplies made by you to Services Australia.
- You must not issue any tax invoices in respect of those supplies.
- You must be registered for GST at the time of signing the RCTI agreement and have notified Services Australia of your ABN in the space provided on this form.
- You must notify Services Australia immediately if you cease to be registered for GST or you become aware that your registration may be cancelled.
- Services Australia is registered for GST. The ABN for Services Australia is 75 174 030 967.
- Services Australia must notify you immediately if it ceases to be registered for GST or becomes aware that its registration may be cancelled or if it ceases to satisfy any of the requirements of public ruling GSTR 2000/10 or its successors.
- By signing below, you warrant that you are properly authorised to agree to the terms of this agreement for the ABN specified by you at **question 5**.

Name

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Signature


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Date (DD MM YYYY)


### Privacy notice

**14** The privacy and security of your personal information is important to us, and is protected by law. We collect this information to provide payments and services. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to [servicesaustralia.gov.au/privacypolicy](http://servicesaustralia.gov.au/privacypolicy)

### Declaration

**15** I declare that:

- I am the authorised contact person in **question 1**.
- the information I have provided in this form is complete and correct.


**I understand that:**

- I have to advise Services Australia of any changes.
- the payment will not take effect until the form is processed.
- giving false or misleading information is a serious offence.

Authorised contact person's name

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Authorised contact person's signature


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Date (DD MM YYYY)
