

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

Important information

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

Purpose of 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, and
- 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.

For more information

For more information, go to our website servicesaustralia.gov.au/healthprofessionals or call **1800 653 629** Monday to Friday, 9 am to 5 pm, Australian Eastern Standard Time.

Call charges may apply.

Filling in this form

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Mark boxes like this with a ✓ or ✗

Returning this form

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

Scan and email the completed application and certified document(s) to ABN.RCTI.notifications@servicesaustralia.gov.au

There may be risks with sending personal information through unsecured networks or email channels.

or Fax: **1800 069 288**

or 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 Other

Family name

First given name

2 Postal address

Postcode

3 Daytime phone number

Mobile phone number

Fax number

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

7 ABN registration date as advised by the Australian Taxation Office (ATO)

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

/ /

Services Australia reference ID

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

9 Provider number(s)

Grid for provider numbers

10 Pharmacy approval number(s)

Grid for pharmacy approval numbers

11 Other Services Australia reference ID(s)

Grid for other reference IDs



If you need more space, attach a separate sheet.

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

End date (if applicable)

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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.

Please read the conditions of the agreement below.

Conditions of the agreement

- a. Services Australia will issue RCTIs for payments in respect of all taxable supplies made by you to Services Australia.
b. You must not issue any tax invoices in respect of those supplies.

- c. 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.
d. You must notify Services Australia immediately if you cease to be registered for GST or you become aware that your registration may be cancelled.
e. Services Australia is registered for GST. The ABN for Services Australia is 75 174 030 967.
f. 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.
g. 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

Text box for name

Signature

Text box for signature with pen icon

Date

/ /

Privacy notice

14 Your 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/privacy

Declaration

15 I declare that:

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

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

Text box for name

Authorised contact person's signature

Text box for signature with pen icon

Date

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