

## Invoicing the APA

Following your involvement in a Professional Development Course or Lecture, you will be required to complete an Invoice or Tax Invoice for payment. The following is a summary of what information is required on your document.

### Payment Amount:

Total payment for your presentation will be as per the total quoted on your PSA document. This will be paid by the APA when your invoice is received.

### Timeframes:

You must forward your invoice to the APA no later than 30 days after course completion. The APA will endeavour to pay invoices within 30 days of receipt.

### Important details:

The APA prefers to pay by Direct Debit into your bank account. Please provide your Account number and BSB number.

It is important that on your invoice, you quote the reference number or course code that was listed on your PSA

You will need to list the course name, course date and state where the course was run on your invoice.

If you would like to be sent a remittance advice when payment is made, then you will need to include your email address on the invoice.

### Where to send it:

If the payment is for a course or lecture then forward your invoice or tax invoice to APA National Office at Lvl 1, 1175 Toorak Road, Camberwell VIC 3124.

If the payment is for any other event, then direct it to your local Branch PDO.

### Invoice:

An *Invoice* is to be submitted if you do not have an ABN and therefore there will be no GST component.

You can also submit an "Invoice" if you do not have an ABN but are registered for GST.

If you do not have an ABN, you will need to complete the [\*Statement by a Supplier\*](#) form available from the Australian Taxation Office website.

### Tax Invoice:

A *Tax Invoice* is to be submitted if you have an ABN and are registered for GST.

# INVOICE

*Jane Citizen*  
*[ABN]*

45 Queen Street ← YOUR DETAILS  
Melbourne VIC 3000  
03 999 9999  
0499 999 999  
[jcitizen@email.com](mailto:jcitizen@email.com)

DATE: 14/03/2009  
INVOICE # 111872 ← YOUR INVOICE NUMBER  
REF # 185 ← THIS CAN BE FOUND ON YOUR PSA

**BILL TO:**

PD Department  
AUSTRALIAN PHYSIOTHERAPY ASSOCIATION  
Level 1, 1175 Toorak Road  
Camberwell VIC 3124

GROUP HOLDING COURSE/LECTURE	SPA ← DETAILS FOR THE COURSE YOU WERE INVOLVED IN
COURSE/LECTURE TITLE	Sports Level 1
COURSE/LECTURE DATE	4-7/03/2009
STATE HOLDING COURSE/LECTURE	VIC

QTY	DESCRIPTION	AMOUNT
1.5 hrs	Lecture fees - Emergency on Field Topic	\$225.00 ← AMOUNT THAT WAS LISTED ON YOUR PSA

**MAKE PAYMENT TO:**

BANK: **NAB**  
BSB: 083-003  
ACCOUNT NUMBER: 22-222-2222 ← YOUR BANK ACCOUNT DETAILS  
ACCOUNT NAME: Jane Citizen

SUBTOTAL  
GST  
TOTAL \$225.00

**OTHER COMMENTS:**

\* IF YOU DO NOT POSSESS AN ABN, YOU WILL NEED TO COMPLETE A STATEMENT BY SUPPLIER FORM. THIS MUST BE RETURNED ALONG WITH YOUR INVOICE BEFORE PAYMENT WILL OCCUR.  
\* PLEASE REFER TO YOUR PSA FOR ALL RELEVANT INFORMATION ON COMPLETING YOUR INVOICE.