

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

Contact person's details

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Position held

Email

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Important information

You must have an Australian Business Number (ABN) to enter into a Recipient Created Tax Invoice (RCTI) agreement with Department of Veterans' Affairs (DVA).

Please note you may also need to complete a separate registration form to also enter into a Goods and Services Tax (GST) agreement with Services Australia.

Each entity in your organisation that pays GST and provides services to our clients should sign a separate agreement.

Purpose of this form

DVA, the Repatriation Commission and the Military Rehabilitation and Compensation Commission (collectively DVA) has a number of systems that expedite the payment of claims for health care services provided to entitled persons.

These systems are operated by Services Australia and rely on Services Australia issuing tax invoices on behalf of the supplier.

Under GST legislation, DVA as the recipient of the supplies can take responsibility for issuing tax invoices. This can only be done if there is an RCTI agreement between the supplier and DVA.

If you receive or may receive payments from DVA 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 DVA, and
- providing the 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 DVA to enable Services Australia to issue recipient created tax invoices for all taxable supplies that you make to DVA.

For more information

For more information, go to our website https://www.dva.gov.au/get-support/providers/become-dva-health-care-provider or call Services Australia on 1800 653 629 Monday to Friday, 9 am to 5 pm, Australian Eastern Standard Time.

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

de th ch	e contact person is the person who is authorised to discuss etails about this form. The contact person must be authorised by e owner(s) of the organisation to advise Services Australia of langes. All correspondence will be addressed to the contact erson.
1	Dr
	Family name
	First given name
2	Postal address
	Postcode
3	Daytime phone number
	()
	Mobile phone number
	Fax number

Taxation status Notification dates You must have an ABN to enter into a RCTI agreement with DVA. **12** Date for DVA / Services Australia reference ID(s) to be linked to the ABN provided at question 5. Australian Business Number (ABN) Start date End date (if applicable) ABN branch registration number, if applicable **Recipient Created Tax Invoice Agreement** 6 Business/trading name under which the ABN is registered 13 What is a Recipient Created Tax Invoice (RCTI) Agreement? The legislation allows DVA / Services Australia, as the receiver of the services, to take responsibility for issuing a tax invoice on 7 ABN registration date as advised by the Australian Taxation Office 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 Are you registered for GST? payee should sign the RCTI agreement. If you are not registered for GST, you may not enter into an DVA recommends that all organisations enter into an RCTI RCTI agreement. agreement. Please read the conditions of the agreement below. No **Conditions of the agreement** Start date Yes a. Service Australia on behalf of DVA will issue RCTIs or recipient created adjustment notes (RCANs) in accordance with the A New Tax System (Goods and Services Tax) Act 1999 (GST Act) for taxable supplies made by the Department of Veterans' Affairs (DVA) / Services supplier to DVA under the GST Act. Australia reference ID b. You must not issue any tax invoices in respect of those supplies. Provide ONLY those DVA / Services Australia reference IDs that are to be linked to your ABN. You must be registered for GST at the time of signing the RCTI agreement and have notified DVA of your ABN in the Provider number(s) 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. Department of Veterans' Affairs is registered for GST. The ABN for Department of Veterans' Affairs is **10** Pharmacy approval number(s) 23 964 290 824. DVA is registered for GST and will notify the supplier if it ceases to be registered or if it ceases to satisfy the requirements of public ruling GSTR 2000/10 and, in either case, DVA will cease to issue documents that would otherwise be RCTIs or RCANs. **11** Other DVA / Services Australia reference ID(s) 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 Signature If you need more space, attach a separate sheet. Date

Privacy notice

Your personal information is protected by law, including the Privacy Act 1988. Your personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants. For more information regarding how DVA manages personal information please go to https://www.dva.gov.au/about/accessing-information/what-can-i-access/personal-information-access/how-does-dva-protect-my-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 DVA / 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			
Authorised contact person's signature			
	Date		