



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 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

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

Privacy notice

- 14** 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