

REIMBURSEMENTS

Made a Payment Yourself? Learn How to Get Reimbursed

Participant Reimbursement Process

If you have paid out-of-pocket for a service or item, have proof of payment, and a compliant invoice, and wish to be reimbursed from your NDIS funds, please complete and submit this form



You and this form

By submitting this form, you are requesting reimbursement from your NDIS Plan based on an out-of-pocket payment made for the purchase of disability specific services or products from a service provider. Invoices must show proof of payment and include a valid ABN (Australian Business Number) unless the provider is exempt from quoting an ABN. The NDIA will only accept payment requests without an ABN if the provider is exempt from quoting an ABN under Australian Taxation Office (ATO) rules. Exempt providers must complete the [ATO Statement by a Supplier form](#) and this form must be attached to the claim



Source Documents (Invoices)

A source document is the original document that contains the details of a business transaction. A source document captures the key information about a transaction, such as the names of the parties involved (Provider and Participant), amounts paid, the date, and the substance of the transaction. Failure to supply a compliant source document will result in the claim being rejected. As per NDIS rules and regulations, **this source document must be an invoice**. A valid invoice in accordance with [ATO rules](#) must be supplied for every claim, order slips, quotes and payment and

shipping confirmations are not accepted by the NDIA.



NDIA Claims Compliance

Enabled4Life will submit a claim to the NDIA in accordance with current NDIS pricing arrangements and price limits, this includes only paying the maximum NDIS contribution for a support or item. NDIA does not allow prepayment of services, Enabled4Life will only submit a payment request once a service has been delivered or a product has been supplied. Submitting a compliant claim will ensure you are reimbursed as quickly as possible. Once processed, the status of a reimbursement claim can be tracked via your Budget App giving you peace of mind. If you experience any issues using this form, please email engagement@enabled4life.com.au



STEP 1

Fill, sign, and submit this claim form to Enabled4Life for timely processing.



STEP 2

Enabled4Life will facilitate the submission of your claim to the NDIA for approval.



STEP 3

Once the NDIA has processed and paid the claim, Enabled4Life will transfer funds directly to the Participant's designated account.