

Reimbursement Request

This form is to be used if I have paid for a service/support and would like So Joe to ask the NDIS to reimburse me from my NDIS funds. If an item above \$100 has been purchased, the *So Joe 'Approval Form – What Can I Buy'* should be used. For any questions, please call the So Joe team.

Participant Details											
Name			NDIS # (if known)								
Reimbursement Details											
Person requesting reimbursement:											
Name											
Relationship to person providing services											
Date											
Signature	I declare that the information provided is true and correct to the best of my knowledge.										
Checklist for reimbursement		Tax Invoice Requirements									
Bank details for reimbursement: <input type="checkbox"/> 1. Provided So Joe with my bank details <u>or</u> <input type="checkbox"/> 2. Bank details for payment <table border="1"> <tr> <td>Account Name</td> <td></td> </tr> <tr> <td>BSB #</td> <td></td> </tr> <tr> <td>Account #</td> <td></td> </tr> </table> <p>N.B. Payments can only be made into a third-party bank account with a participant/Plan Nominee's written permission to So Joe.</p> <input type="checkbox"/> Remittance email (if not the participant's email) <table border="1"> <tr> <td>Email</td> <td></td> </tr> </table> <input type="checkbox"/> Attached tax invoice/s or purchase receipt/s		Account Name		BSB #		Account #		Email		For the tax invoice or purchase receipt) to be processed, So Joe require: <ul style="list-style-type: none"> • Business name • Australian Business Number (ABN) • Service/purchase date • Support/item details • Invoice/receipt date 	
Account Name											
BSB #											
Account #											
Email											
Invoice Details											
Invoice Date	Invoice Number	Service / Product Description	Amount								

Please note So Joe will only reimburse costs which have been approved by the NDIS.

Next Steps

- All details must be complete to process.
- Email to: payme@sojoe.com.au
- So Joe will:
 - Confirm the support fits within the NDIS Guidelines (including 'reasonable and necessary')
 - Lodge the request to NDIS for reimbursement
 - Reimburse funds which have been approved by the NDIS

email
 enquiries. hello@sojoe.com.au
 invoices. payme@sojoe.com.au

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 So Joe Pty Ltd t/as SO JOE