



## ILARS TAX INVOICE GUIDE

This **Guide** is for IRO Approved Lawyers and their support staff who prepare tax invoices for payment of legal costs under the ILARS Funding Guidelines.

### Purpose

The purpose of this Guide is to encourage preparation of a *compliant tax invoice* to enable quick approval, processing, and payment of legal costs to Approved Lawyers and their law practices.

### Compliant Tax Invoice

A **compliant Tax Invoice** is one which:

- properly itemises the professional fees permitted and approved to be invoiced as set out in Part 6 of the **ILARS Funding Guidelines**, and
- meets the General Tax Invoice requirements set out below.

Failure to comply with this Guide may result in delays in payment.

### General Tax Invoice Requirements

A Tax Invoice submitted to the IRO for approval and payment of legal costs under the ILARS Funding Guidelines must:

1. be generated on the law practice's letterhead and include the law practice's registered business name, address and Australian Business Number (ABN)
2. be addressed to the Independent Review Officer and be forwarded electronically to the ILARS officer handling the grant
3. include the **client's name** (the subject of the ILARS grant of funding) and the **ILARS grant reference number** for the grant
4. include the law practice's **bank details** (which must match the law practice's **vendor details** previously provided to the IRO)
5. include a **unique invoice number** (labelled 'invoice number' on the invoice) that is not the law practice's internal reference number<sup>1</sup>
6. list all **Professional Fee** items approved by the ILARS grant manager separately (including approved complexity increases) using the item number and item description as set out in the Professional Fees Schedule in the ILARS Funding Guidelines
7. itemise all **Disbursements** separately including details of the provider, brief description of the service (e.g. medical report) and the service date
8. **not** include Goods and Services Tax (GST) on any disbursement<sup>2</sup>

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<sup>1</sup> The law practice's 'reference' is insufficient for this purpose. 'Unique' means one of a kind.

<sup>2</sup> Disbursements are as set out in the ILARS Funding Guideline

9. be submitted as a standalone and **separate PDF document** (and not as a self-contained email). Documents received in any other format (including Word) will be sent back to the submitting Lawyer for conversion to pdf format.

### Documentation in support of a Tax invoice

When submitting a **final Tax Invoice** please include the following in a document separate to the Tax Invoice, where applicable:

- a copy of all funded medical reports (not health records/clinical notes)
- a copy of all invoices to verify disbursements or expenses
- a copy of any and all settlement agreements or resolution documents, for example: Complying Agreements, Deeds of settlement, Consent Orders, Certificates of Determination and Statements of Reasons, Medical Assessment Certificate, Appeal decisions.
- other documentation which explains how the matter has been resolved
- such other documents or information that is referred to in the IRO Funding Guidelines or which is reasonably requested by the IRO
- details of the law firm of the insurer (if represented)
- verification of the insurer meeting the claim (if information has changed in the course of a grant matter)
- if the matter was not resolved in favour of the worker and in the absence of Consent Orders or a Determination (for example the worker withdraws their application), an explanation of what has occurred.

### Non-compliant Tax Invoices

A *non-compliant* tax invoice will be referred back to the relevant Approved Lawyer for correction and resubmission.

A resubmitted corrected Tax Invoice must be re-dated.

A corrected Tax Invoice will be assessed for compliance within seven (7) calendar days of receipt by ILARS.

### Processing of invoices

Compliant Tax Invoices will be assessed, approved, and paid within thirty (30) calendar days of the invoice date.

### Payment

IRO payments are made by Electronic Funds Transfer (EFT) each Thursday.

Payments will be directed to the nominated bank account of the law practice recorded in the IRO payments system as the law practice's vendor details.

An email remittance will be sent to the law practice on Wednesday night before the EFT which

includes:

- The ILARS grant reference number
- 'the unique 'invoice number' (referred to in paragraph 6 above) as provided against the label "Your ref" on the remittance advice.

Queries relating to the remittance advice should be directed to [ILARSInvoices@iro.nsw.com.au](mailto:ILARSInvoices@iro.nsw.com.au).

### Changing Bank Details or Law Practice name

The government payment system used by the IRO accepts only one bank account for each law practice (Vendor).

If a law practice seeks to change their registered bank account or their practice name IRO requires authorisation from the law practice principal, managing partner or director on the law practice's letterhead prior to the submission of an invoice.

An *authorisation letter* **must**:

- be on the law practice's letterhead
- contain the table of vendor information as set out below, and
- be signed by the law practice's principal, managing partner or director.

The authorisation letter should be emailed to [ILARSInvoices@iro.nsw.gov.au](mailto:ILARSInvoices@iro.nsw.gov.au)

### Vendor Information required

Information Required	Example	Law Practice details
Payee Name	Smith Services Pty Ltd as trustee for the Jones Trust t/as Smith Law	
ABN	12345787412	
Trading as	Smith Law	
Email Address	<a href="mailto:peter@smithlaw.com.au">peter@smithlaw.com.au</a>	-
Phone Number	02 8794 5287	
Street	8 Brown St	
Town	Sydney	
Postcode	2000	
State	NSW	
Name of Account	Smith Services Pty Ltd as trustee for the Jones Trust t/as Smith Law	
BSB	012505	
Account Number	124587985	

Vendor information may take seven (7) days to be processed.

### **Document control**

This version of the **ILARS Tax Invoice Guide** is dated 1 March 2021.