

Payment Method –How you are to pay your fees. If this reflects 'direct debit', the total amount due will automatically be deducted from your nominated bank account or credit card on the due date.

Invoice Frequency – Will show if you are to receive an invoice weekly or fortnightly, this will also determine your direct debit frequency.

Invoice Period: Refers to the date range your fees are for.

TAX INVOICE

Billed To
Sam, Test
Address

Account
Sam, Test
Address

Poloforest Test Centre
Address line1
Address Line 2
Email: kidsxaptest@kidsxap.com.au
Phone: 123456
ABN: 58545565553

Payment Method
Direct Debit

Invoice Frequency
Fortnightly

Invoice sent on
25 Aug 18

Invoice Number
KX00001261

Invoice Period
27 Aug 18 - 09 Sep 18

Amount Due on
29 Aug 18

Last Invoice \$54.32_(DR) - Payments/Adjmnt. \$54.34_(CR) = Balance \$0.02_(CR) + This Invoice \$166.62_(DR) = Total Amount Due \$166.60

Date	Description	Sess. HRS	Total Fee	Government Benefits		You Pay	
				CCB/OEA	CCR	Gap Fees	
30/08/2018	David Sam Thu - Daily Fee - E80012558945 (CBC)	11.50	147.00	63.69	0.00	0.00	83.31
06/09/2018	David Sam Thu - Daily Fee - E80012558945 (CBC)	11.50	147.00	63.69	0.00	0.00	83.31
	Total	23.00	294.00	127.38	0.00	0.00	166.62

Description	Credit	Debit	Balance
Payment / Previous Weeks Adjustments Breakdown			
<i>Payment Received</i>			
15/08/2018 - Fee Payment By Batch DD (Tran#: Test) Thank you	54.32	0.00	54.32
<i>Adjustment for Government benefits</i>			
09/08/2018 - David Sam - Thu - Fee Adjusted on 16/08/2018	0.01	0.00	54.33
16/08/2018 - David Sam - Thu - Fee Adjusted on 23/08/2018	0.01	0.00	54.34
Total	54.34	0.00	54.34

David Sam - YTD Absences: 4

How to Pay



Bank Deposit
Account Number : 11111111
BSB Number : 123456



Direct Debit
To register for direct debit, visit your Profile online or call your centre

Note

- The transaction date may change if the direct debit is set up from a bank account based on how long your bank takes to process the transactions.
- Additional Credit card and transaction fees may apply. Please refer to your centre or payment gateway provider. These fees will appear on your credit card statement on top of the fees outlined in this invoice.
- To understand how to read this invoice [here](#)

How to pay: This section will provide details on how to pay your fees and any other information provided by your service.

Last invoice – Total amount of your previous invoice.

Payments/adjustments – Any payments which have been made within the time frame of your last invoice. This also includes adjustments to bookings or government CCS rebates.

Balance – Payments/adjustments deducted from last invoice amount. Any remaining amount is added to this invoice amount

This Invoice – Total amount of the current invoice plus any debit or credit from last invoice amount balance.

Total Amount Due: Balance remaining from last invoice minus any payments or adjustments + total amount from this invoice period = Total amount due.

Date – The date your child was or is to attend care depending on the services payment cycle.

Description - Child's name, day of care and daily fee.

Session Hrs- Total hours of the session.

Total Fee- Total fee per day

CCS – Rebates received for each day (please note this may be an estimation if your service charges in advance).

Gap Fees - Total fee minus the Rebates = gap fee. This is the amount which you pay.

Payments Received – Payments which have been made to the service via direct debit or any other source of payment.

Note: If a direct debit payment is marked in red this means the transaction has declined.

Adjustments for government benefits: Any adjustments to CCS rebates. These can either be a credit or a debit depending on the situation.

Total: Any payments made minus or plus any adjustments made from CCS rebates or bookings (This is the total amount which will reflect in the payment/adjustment in the blue bar at the top of the invoice)

YTD Absences: How many absences your child has used during the financial year.

Note: If you use 42 absence days within a financial year, the government will not pay rebates on any further absences.