

# SUBMITTING INVOICES FOR NON-GST REGISTERED FIRMS

## WHAT IS AUTOPAY?

A new way for tax invoices to be paid. If a tax invoice meets LAWA's business requirements, once submitted successfully, the tax invoice will be paid automatically. This means a faster turnaround time for payments, no manual assessment.

## IMPORTANT

An important feature of the new tax invoice is that the GST automatically calculates. This feature is a built-in feature and cannot be manually changed or overridden.

Therefore, non-GST registered firms cannot use the new tax invoice.

As all Grants Online invoices are Recipient Created Tax Invoices that can only be used by GST registered firms by agreement with Legal Aid, Non-GST registered firms must not use the Grants Online Blank Tax Invoice.

You are now required to submit your own firm generated invoice as an attachment on an extension request.

When seeking an extension of aid, these requests **must be separate** to the extension requests with an invoice attached.

**For information about claiming payment from Legal Aid and GST issues, refer to the Private Practitioner Manual and the Guide to Claiming Payment, available on Grants Online under *Enclosures & Forms/Guidelines*: <https://grantsonline.legalaid.wa.gov.au/>**