



**B. Co-contribution payment direct to vendor***Only complete if grant funds are to be paid to the Supplier*

Invoice date	Invoice number	Due date	Name of vendor	GST (Y/N)	Invoice amount (incl GST)
<b>Total of invoices (incl GST)</b>					
<b>Total of invoices (excl GST)</b>					
<b>Please provide a copy of each invoice to be paid.</b> <i>If including more than four invoices per vendor, please use the table provided at the end of this document. For payments to different vendors, please provide additional copies of this form.</i>					

<b>Grant drawdown</b> <i>(25% of total invoices, excl GST)</i>	
<b>Loan drawdown (if applicable)</b> <i>(75% of total invoices, excl GST)</i>	

**Payment to:****A copy of the vendor's official receipt/invoice displaying full bank details is attached to this application form***To ensure payment is issued to the correct account, the bank details provided for payment below must match to the evidence provided. Ensure the evidence includes the BSB, account number and account name. Any variation between the details listed on this application form and the vendor's receipt/invoice provided can result in delays in payment. For payments to different vendors, please provide evidence of each vendor's bank details.*

<b>Name of vendor:</b>			
<b>Contact name:</b>		<b>Vendor phone number:</b>	
<b>Account name:</b>			
<b>Name of bank:</b>			
<b>BSB number:</b>		<b>Account number:</b>	

**Declaration and authorisation***Before submitting this Request to Pay to QRIDA please ensure all relevant questions have been completed and all required documentation has been attached. At least one of the owners/partner/director/s or trustees must sign below unless otherwise specified.***The signatory/ies below represent and warrant that they are authorised to sign this Request to Pay as, or on behalf of, the approved grant applicant.****Note** - QRIDA will only pay grant funding on the GST exclusive amount for the invoices supplied. You may be entitled to claim input tax credits for the invoice/s you have supplied; please seek clarification from your business advisor.**Your privacy***QRIDA recognises that your privacy is important and is committed to protecting the personal information we collect from you. For more information about how we collect, use, disclose and otherwise manage personal information about you, please see QRIDA's privacy policy on its website at [qrída.qld.gov.au/privacy](http://qrída.qld.gov.au/privacy). QRIDA also complies with the Human Rights Act 2019 (Qld) when making any decision, including with respect to collection, use and disclosure of personal information.*Please submit completed form/s via email: [contact\\_us@qrída.qld.gov.au](mailto:contact_us@qrída.qld.gov.au)**Signatory 1**

<b>Full name:</b>			
<b>Signature:</b>		<b>Date:</b>	

**Signatory 2**

<b>Full name:</b>			
<b>Signature:</b>		<b>Date:</b>	

