

PROVIDER NOTIFICATION – CHANGE OF PLAN MANAGER

Making the change to a new plan manager is simple however it does require you to let existing providers know of the change. We are here to help.

You can email us hello@futureplan.net.au to provide us with a list of your current providers and we will make contact with them to ensure they are aware of how to invoice us for efficient payment. Only do this if you consent for your providers to send their invoices directly to Future Plan Management.

Alternatively, if you prefer to let your providers know yourself, you can use this wording to email providers individually and pass on our contact details.



Suggested wording:

Subject: Change of Plan Management company – (Participant Name – NDIS #)

Dear [Provider],

I (as participant or plan nominee) am writing to advise you of a change of plan management.

Future Plan Management is now managing my support payments. Please see below contact details to update your records accordingly.

Future Plan Management

Phone: 0460 35 77 16

Accounts / Invoices: accounts@futureplan.net.au

General enquiries: hello@futureplan.net.au

Website: www.futureplan.net.au

Contact person: Jodie Cox

Date of Change: [insert date]

Please note: This is the date that Future Plan Management has officially commenced and can view your funding in the NDIS Portal. You will receive a confirmation email on this date so do not advise providers until that is confirmed so as not to unnecessarily delay provider payments during transition).

Please confirm receipt of this email.

Regards,

[your name]