

DESPS ADVISORY NOTICE 06/2007

ESP CLAIMS

INVOICES

DESPS Advisory Notices provide advice or more detailed explanations concerning aspects of the ADF Reserves Employer Support Payments (ESP) Scheme.

ADVICE

The following advice is provided specifically in relation to the issuing of tax invoices or other debt notices to the Department of Defence (DOD) for a period of continuous Defence service rendered by an employee or Self Employed Reservist.

Invoices

Occasionally a business will issue the DOD with a tax invoice or another similar document for a period of absence on continuous Defence service for which they wish to receive ESP payments.

ESP is a benefit provided to employers of Reservists who release their employees to render Defence service. It is not considered an entitlement; even if an invoice or another similar document is issued to the DOD for an amount of ESP, it remains that this is not a debt, although there may be an entitlement.

Because of a number of variable elements, invoices/similar documents are not accepted in lieu of an ESP claim form for the following reasons:

- ESP is considered a benefit, not an entitlement.
- The ESP Delegate may determine that there is no entitlement, and therefore no payment for that period of continuous Defence service will be made.
- If approved, the payment amount may differ from the invoice amount, which could cause issues with regard to the reconciliation of these documents.
- The DOD does not reconcile ESP payments with invoices, as the ESP is not considered to be a debt to the business, and the invoice/similar document could remain outstanding to the business.

If an invoice or another similar document is received, the Delegate should contact the claimant, explaining that ESP is considered a benefit, not a debt, and requesting that the claimant reconcile the invoice. Delegates should also request that the claimant not issue the DOD with invoices/other similar documents in future. A template of both a minute and a letter will be developed which can be sent to businesses in instances where invoices have been issued.

If Delegates or Clerks receive a query from liquidators, they should contact the ESP Help Line for assistance in resolving the matter.

Further queries

If **delegates or clerks** have any queries about this topic (or about any aspect of the ESP Scheme), they are encouraged to ring the ESP Help Line on 1800 001 696.

If **claimants** have any queries about this topic (or about any aspect of the ESP Scheme), they are encouraged to ring the Defence Reserves Support Help Line on 1800 803 485.

Doug Stedman

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Director ESP Scheme

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