



## SUBMITTING COMPLETED INVOICES:

When the invoice is completed, it can be faxed or mailed to the contact information provided at the bottom of the invoice.

Invoices can be faxed to: 866-547-2481

Questions? Call PPL Customer Service: 866-239-2778

Invoices can be mailed to:  
Public Partnerships LLC  
NJ DHSS Billing Agent  
8000 Avalon Blvd, Suite 300  
Alpharetta, GA 30009

## LEGAL DISCLOSURE:

The bottom of each invoice contains a legal disclosure as listed below to ensure the program does not experience fraudulent activity.

**“The vendor certifies that the representations made in this invoice are true, accurate and correct and that if any statements are willfully false, the vendor may be subject to punishment, including suspension, debarment or disqualification from participating as a vendor in State or Federal programs, as well as criminal sanctions, as may be applicable. The vendor understands that payment of this claim will be from Federal and/or State funds, and that any falsification or concealment of a material fact may be prosecuted under Federal and State laws.”**

## IMPORTANT REMINDERS:

Listed below are important reminders when submitting invoices. Following these guidelines will help eliminate denied or pending invoices.

- ✔ All requested information must be provided to process invoices
- ✔ Only one month can be listed on each invoice
- ✔ Only one vendor can be listed per invoice.
- ✔ An invoice cannot contain more than one EIN numbers.
- ✔ If a vendor has multiple locations at which services are provided with a different EIN for each location, a separate invoice will need to be submitted per location.
- ✔ When listing multiple participants per invoice, leave a space between participants
- ✔ Any invoices that are submitted 6+ months past the date of the service period end date will automatically be denied.
- ✔ Consumers must have valid authorizations for services listed for payment to be received .

### Questions?

If you have any questions , please call our customer service line and a representative will be happy to assist.

### Customer Service:

866-239-2778