



Epuka deni

Nifanye nini ikiwa hali yangu itabadilika?

Ukipata malipo ya Centrelink unahitaji kutuarifu kuhusu mapato yako na mabadiliko yoyote katika hali yako. Hii ni hivyo, ili tuweze kuhakikisha kuwa unapata kiasi cha malipo sahihi na usilipwe zaidi.

Tanbihi: watu ambao wanapeana taarifa za uongo kimakusudi wako katika hatari ya kushtaki na kupata rekodi ya kosa la jinai. Idara hii inahakikisha mapato na waajiri, na kuambatanisha taarifa na Australian Taxation Office, Department of Home Affairs na wakala wengine wa Kiserikali na watoa huduma za ajira.

Mapato

Tueleze:

- ukianza au kuacha kazi
- idadi ya saa unazofanyia kazi na ikiwa saa hizi hubadilika
- ikiwa kazi ni ya kudumu, kibarua au ya muda wa pembeni
- mapato yako kabla ya ushuru na vipunguzi vingine
- mapato yoyote unayopata nje ya Australia, au
- mapato ya mwenza wako kabla ya ushuru (ikiwa una mwenza wako).

Ajira ya kibinafsi

Tueleze ikiwa:

- umejajiri binafsi ama unajihusisha na biashara au kampuni
- mapato ya biashara au kampuni yako yakitofautiana na ulivyotushauri awali (kawaida hujulikana baada ya kujaza fomu ya urejeshi wa ushuru wa mapato kila mwaka)
- wewe ni mfaidi wa hazina (ikijumuisha hazina ya familia), au
- kukiwa na ongezeko au upungufu wa mapato ya mwaka uliopita yanayotozwa ushuru.

Unafaa kutoa Profit and Loss Statements kila baada ya miezi mitatu (la sivyo, tutakavyokushauri) hadi utakapoweza kutoa urejeshi wa ushuru.

Tanbihi: tafadhali weka stakabadhi zako za mishahara kwa marejeleo yako na kwa kusudi la utathmini na uhakiki wetu.

Ikiwa unapokea malipo ya umri wa kufanya kazi adhabu ya ziada ya 10%, inayoitwa, Recovery Fee (Ada ya Utoaji) inaweza kutumika pale ulilipwa zaidi na hujatuambia kuhusu mapato yako au umejulisha habari za uwongo au za kupotosha.

Mabadiliko katika hali yako

Tueleze ikiwa:

- umebadilisha anwani yako
- ulioa au kuolewa, ulianza kuwa katika uhusiano unaofanana na wa kindoa, umetengana au kupatana
- kuna mabadiliko katika kiasi cha kodi, kuishi ama ada ya vyumba vya starehe unayolipa
- unatoka Australia kwa muda, kudumu au kusomea ng'ambo
- watoto wako chini ya utunzaji wako au walitoka
- mipangilio ya huduma ya watoto wako inabadilika
- mtoto wako atapata mapato zaidi ya kiwango (tuulize kuhusu kiwango)
- ulipokea kiasi kikubwa cha malipo
- wewe au mwenzi wako hupokea malipo ya likizo au ya ziada
- unapokea mapato kutoka sehemu nyingine
- nyenzo zako zimebadilika
- mipangilio yako ya utunzaji ilibadilika au kusimama (ikiwa tunakulipa kama mtunzaji), au
- mtoto wako aliacha kusoma.

Mambo mengine ambayo unahitaji kujua

Je, wewe ni mwanafunzi?

Ikiwa wewe ni mwanafunzi, unahitaji kutuelezea ikiwa:

- umeacha kusoma
- umebadilisha idadi ya saa za kusoma
- umebadilisha kozi
- umebadilisha vyuo vya elimu, au
- umebadilisha maelezo yako ya kozi.

Ingawa tulipokea habari kutoka vyuo vya elimu, hii huenda isifanyike kwa hivi sasa. Ukiamua wakati wa mapumziko wa muhula (kokote katikati ya mwaka au mwishoni mwa mwaka) kutorejelea masomo yako, lazima utuarifu mara moja wala usingoje hadi mwanzo wa muhula mwingine.

Ukiacha kusoma mchana kutwa, bado unaweza kukubaliwa kulipwa malipo fulani ikiwa utawasiliana nasi mara moja.

Je, wewe hupokea Youth Allowance?

Ukiwa unalipwa Youth Allowance unahitaji kutueleza kama:

- unatoka nyumbani
- unarejea nyumbani, au
- umeanza kuishi na mmoja au wawili wote wazazi.

Isitoshe, ikiwa unalipwa kwa kutegemea mapato ya wazazi wako—kumaanisha hujitegemei—

inafaa hutueleze pia ikiwa:

- maelezo ya mapato ya wazazi wako yalibadilika
- una dada au kaka yako ambaye hutokea au kurudi nyumbani
- unalipwa kiasi cha ada cha kuwa mbali na nyumbani na unarejea nyumbani (hata ikiwa ni kwa muda)
- mzazi/wazazi wako walitengana, kupatana au walikuwa wenza
- mmoja wa ndugu zako alianza kazi ya mchana kutwa
- ulibadilisha mzazi unayeishi naye, au
- unapokea uthamini wa masomo (bila kujumuisha Student Start-up Scholarship na Relocation Scholarship) au malipo mengine yoyote yanayohusiana na masomo yako.

Je, unapokea Family Tax Benefit?

Makadirio ya mapato ya familia yako inatumiwa kufanya hesabu ya kiwango cha msaada utakaopata kama Family Tax Benefit na Child Care Subsidy. Ni muhimu utupe makadirio sahihi zaidi uwezavyo ya mapato ya familia, ili tukulipe kiwango sahihi cha msaada wa familia. Makadirio yako yanafaa yaonyeshe hali ya fedha ya familia kwa mwaka mzima. Makadirio ya mapato yanafaa kujumuisha vyanzo vyote vya mapato. Vile vile unafaa utueleze kama hali ya familia yako imebadilika, kwa mfano, umebadilisha anwani, mtoto wako aliacha utunzaji wako au mipangilio ya utunzaji ilibadilika, mmekuwa wenza au mmetengana.

Kumbuka: tueleze ikiwa wewe, au mwenzi wako, unahitajika kuweka urejeshi wa ushuru.

Wakati unapohitaji kutuarifu

Lazima utueleze mapato yako na saa ulizotumika, kwa muda wa wiki mbili ulizofanya kazi (hata kama ungali hujalipwa), ikiwa wewe:

- huweka fomu ya *Application for Payment* kila baada ya wiki mbili
- unaripoti kila baada ya wiki mbili lakini bila fomu, au huweka fomu baada ya kila wiki mbili, nne, sita, nane, au 12.

Ikiwa unaripoti tu wakati hali yako ikibadilika, lazima ufanye hivyo katika siku 14.

Kulipa deni

Kama unadaiwa deni nasi tunaweza kukuomba kulipa deni lako la Centrelink mda wowote.

Ili kuweza kukusaidia kulipa deni haraka, tutauliza Australian Taxation Office kuweza kutupa hera yako ya marudishio ili isaidie kulipa deni.

Kuna njia tofauti ambazo unaweza kulipa deni. Tumia Huduma ya Money You Owe kulipa kiasi unacodaiwa kwa ukamilifu, au kuanzisha utaratibu wa malipo.

Ingia kwenye **akaunti ya mtandaoni ya Centrelink** kupitia **myGov** na chagua Money You Owe.

Ikiwa hupati tena malipo ya Centrelink lakini una deni

Ni muhimu kutuambia wakati kuna mabadiliko katika mazingira yako. Ikiwa unahama nyumba na bado una deni letu, unahitaji kutuambia anwani yako ndani ya siku 14 baada ya kuhama.

Ikiwa hupati tena malipo na una madeni ya Centrelink unaweza kushtakiwa riba. Tunaweza pia:

- kukuzuwia kwenda nje ya nchi;
- Uulize Australian Taxation Office (Ofisi ya Kodi ya Australia) ili kutupa kodi yako ya marudiyo ili kulipa deni;
- kuuliza mwajiri wako kulipa deni kutokana na mshahara wako;
- kuuliza benki yako au taasisi ya kifedha ili kulipa deni kutoka akaunti yako;
- kuuliza wakala wa ukusanyaji wa nje kukusanya kiasi cha deni kwa niaba yetu;
- kuchukua hatua za kisheria kutekeleza ulipaji wa deni

Ikiwa umeingia katika utaratibu wa malipo na unafanya malipo kama ilivyokubaliwa, huwezi kushtakiwa riba.

Jinsi ya kuwasiliana nasi

Unaweza kusimamia maelezo yako, kuripoti mapato yako, tazama na uchapishe barua zenu na ukague maelezo ya malipo kwa kutumia akaunti yetu ya mtandaoni au programu za simu.

Pata usaidizi kwa kujisajilisha na kutumia akaunti yako ya mtandaoni kwenye **humanservices.gov.au/onlineguides**

Ili kuwasilisha nyaraka nyingi kupitia akaunti ya mtandaoni ya Centrelink au programu za simu zetu, nenda kwenye **humanservices.gov.au/submitdocumentsonline**

Ili kutumia programu za simu zetu, sajili akaunti zako kisha upakue programu ya simu ya Express Plus kutoka kwenye App Store au Google Play™*.

Fikia akaunti zako za mtandaoni za Centrelink, Medicare na Child Support kupitia myGov. myGov ni njia ya haraka na rahisi ya kutumia huduma za serikali mtandaoni kwa kutumia jina moja la mtumiaji, nenosiri moja na katika eneo moja lililolindwa. Unda akaunti yako kwenye **my.gov.au**

Kwa habari zaidi nenda kwenye **humanservices.gov.au** au piga simu nambari inayofaa hapa chini:

Youth and Students	132 490
Australian Apprentices	133 633
ABSTUDY	Freecall™ 1800 132 317
Indigenous Call Centre	Freecall™ 1800 136 380
Employment Services	132 850
Older Australians	132 300

Disability, Sickness and Carers	132 717
Families and Parents	136 150
Centrelink Debt	Freecall™ 1800 076 072
Indigenous Centrelink Debt	Freecall™ 1800 138 193
Maswali ya TTY*	Freecall™ 1800 810 586
Ili kuzungumza nasi kwa lugha nyingine badala ya Kiingereza	131 202
National Business Gateway	131 158
Majibu na malalamishi	Freecall™ 1800 132 468
TTY* Customer Relations Line *TTY ni ya watu ambao ni viziwi tu au wana shida ya kusikiza au kuzungumza. Simu ya TTY inahitajika kutumia huduma hii.	Freecall™ 1800 000 567
Department of Human Services Fraud Tip-off Line	131 524

Kwa habari zaidi

- nenda humanservices.gov.au na tafuta 'owing money' kwa habari Zaidi katika Kiingereza
- nenda kwa humanservices.gov.au/yourlanguage ambapo unaweza kusoma, kusikiliza au kutazama habari katika lugha yako
- nenda humanservices.gov.au/forms kupata listi ya fomu katika Kiingereza
- piga **131 202** ili kuzungumza nasi katika lugha yako kuhusu malipo ya Centrelink na huduma
- pigia Translating and Interpreting Service (TIS National) kwa **131 450** ili kuzungumza nasi katika lugha yako kuhusu Medicare na malipo ya Child Support na huduma.

Kumbuka: simu kutoka simu yako ya nyumbani kwenda namba za '13' kutoka mahali popote katika Australia zinatowza katika kiwango kisichobadilika. Kiwango hicho kinaweza kutofautiana kutoka bei ya simu za mitaa na pia kinaweza kutofautiana kutokana na watoa huduma za simu. Simu za namba '1800' kutoka simu yako ya nyumbani ni bure. Simu kutoka kwenye simu za umma na simu za mkononi zinawekewa mda na kutozwa kiwango cha juu.

Kanusho

Habari iliyoko kwenye chapisho hili imekusudiwa tu kama mwongozo wa malipo na huduma. Ni jukumu lako kuamua ukipenda kutuma ombi la kulipwa na kuweka maombi, kulingana na hali yako halisi.



Avoid a debt

What should I do if my circumstances change?

If you receive a Centrelink payment you need to tell us about your income and any changes in your circumstances. This is so we can make sure you get the correct payment amount and do not get overpaid.

Note: people who deliberately give false information also risk prosecution and a criminal record. The department verifies income with employers, and matches information with the Australian Taxation Office, the Department of Home Affairs and other government agencies and providers of employment services.

Income

Tell us:

- if you start or stop work
- the number of hours you work and if these hours change
- if the work is full-time, casual or part-time
- your earnings/income before tax and other deductions
- any income you get from outside of Australia, or
- your partner's earnings/income before tax (if you have a partner).

Self-employed

Tell us if:

- you are self-employed or involved in a business or company
- your business or company income changes from what you have previously advised us (usually known when you complete the annual income tax return)
- you are a beneficiary of a trust (including family trust), or
- there is an increase or decrease to your previous year's taxable income.

You need to provide ongoing Profit and Loss Statements every three months (or when otherwise advised by us) until you are able to provide a tax return.

Note: please keep all your payslips for your own reference and for our review and verification purposes.

If you are receiving a working age payment an additional 10% penalty, called Recovery Fee, may apply where you have been overpaid and you have not told us about your income or you have knowingly provided false or misleading information.

Changes in your circumstances

Tell us if:

- you change your address
- you get married, start to live in a marriage-like relationship, separate or reconcile



- there is a change in the amount of rent, board, or lodgings you pay
- you are leaving Australia temporarily, permanently or studying overseas
- children leave your care or come into your care
- your child care arrangements change
- your child earns income above the allowable limit (ask us what the limit is)
- you receive a lump sum payment
- you or your partner receive a payment for leave entitlements or a redundancy payment
- you receive income from any other source
- your assets change
- your caring arrangements change or cease (if you are paid by us as a carer), or
- your child stopped studying.

Other things you might need to know

Are you a student?

If you are a student, you need to tell us if you have:

- stopped studying
- changed the number of hours you are studying
- changed courses
- changed educational institutions, or
- changed your course details.

Although we obtain information from educational institutions, this may not happen immediately. If you decide in the semester break (either mid-year or end-of-year) not to return to your studies, you must tell us straight away and not wait until the start of the next semester.

If you stop studying full-time, you may still be eligible for some type of payment if you contact us straight away.

Do you receive Youth Allowance?

If you are paid Youth Allowance you need to tell us if you:

- leave home
- return home, or
- start living with one or both of your parents.

In addition, if you are paid subject to your parents' income—that is, you are not independent—you should also tell us if:

- your parents' income details change
- you have a brother or sister who leaves or returns home
- you are paid an away from home rate and you return home (even temporarily)
- your parent(s) separate, reconcile or become partnered
- one of your siblings start full time work
- you change the parent you are living with, or
- you receive a scholarship (excluding the Student Start-up Scholarship and the Relocation Scholarship) or any other payments relating to your studies.

Do you receive Family Tax Benefit?

Your family income estimate is used to work out how much family assistance you get, like Family Tax Benefit and Child Care Subsidy. It is important that you give us the most accurate family income estimate you can, so we can pay you the right amount of family assistance. Your estimate should reflect your family's financial circumstances for the whole financial year. The income estimate should include income from all sources. You also need to tell us if your family circumstances change, for example, you change address, your child leaves your care or care arrangements change, you become partnered or separate.

Note: you should tell us if you, or your partner, are not required to lodge a tax return.

When you need to notify us

You must tell us your income and your hours worked, in the fortnight in which you work (even if you have not been paid yet), if you usually:

- lodge a fortnightly Application for Payment form
- report fortnightly but without a form, or lodge a form every two, four, six, eight or 12 weeks.

If you only report when your circumstances change, you must do so within 14 days.

Paying back the money you owe

If you owe us money we can ask you to pay off your Centrelink debts at any time.

To help you pay off your debt faster, the Australian Taxation Office may send us your tax refund to pay your debt.

There are different ways you can repay the money you owe. Use the Money You Owe service to pay the amount owed in full, or to set up a payment arrangement.

Sign in to your **Centrelink online account** through **myGov** and select Money You Owe.

If you no longer receive a Centrelink payment but owe us money

It is still important to tell us when there's a change to your circumstances. If you move house and you still owe us money, you need to tell us your address within 14 days after you move.

If you no longer receive a payment and have a Centrelink debt you could be charged interest. We may also:

- stop you from travelling overseas;
- ask the Australian Taxation Office to give us your tax refund to repay the amount owed;
- ask your employer repay the amount you owe from your wage or salary;
- ask your bank or financial institution to repay the amount you owe from your account;
- ask an external collection agent to collect the amount you owe on our behalf;
- take legal action to enforce repayment of the money you owe.

If you have entered into a payment arrangement and you are making the payments as agreed, you will not be charged interest.

How to contact us

You can manage your details, report your income, view and print your letters, manage the repayments of the money you owe and check your payment details using our online accounts or mobile apps.

Get help with registering and using your online account at humanservices.gov.au/onlineguides

To submit most documents through a Centrelink online account or our mobile apps, go to humanservices.gov.au/submitdocumentsonline

To use our mobile apps, register your online accounts and then download an Express Plus mobile app from the App Store or Google Play™*.

Access your Centrelink, Medicare and Child Support online accounts through myGov. myGov is a fast simple way to use government services online with one username, one password and in one secure location. Create an account at my.gov.au

For more information in English go to humanservices.gov.au or call the relevant number below:

Youth and Students	132 490
Australian Apprentices	133 633
ABSTUDY	Freecall™ 1800 132 317
Indigenous Call Centre	Freecall™ 1800 136 380
Employment Services	132 850
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Disability, Sickness and Carers	132 717
Families and Parents	136 150
Centrelink Debt	Freecall™ 1800 076 072
Indigenous Centrelink Debt	Freecall™ 1800 138 193
TTY* enquiries	Freecall™ 1800 810 586
To speak to us in languages other than English	131 202
National Business Gateway	131 158
Feedback and complaints	Freecall™ 1800 132 468
TTY* Customer Relations Line *TTY is only for people who are deaf or have a hearing or speech impairment. A TTY phone is required to use this service.	Freecall™ 1800 000 567
Department of Human Services Fraud Tip-off Line	131 524

For more information

- go to humanservices.gov.au and search 'owing money' for more information in English

- go to humanservices.gov.au/yourlanguage where you can read, listen to or watch information in your language
- go to humanservices.gov.au/forms for a list of our forms in English
- call **131 202** to speak with us in your language about Centrelink payments and services
- call the Translating and Interpreting Service (TIS National) on **131 450** to speak with us in your language about Medicare and Child Support payments and services

Note: calls from your home phone to '13' numbers from anywhere in Australia are charged at a fixed rate. That rate may vary from the price of a local call and may also vary between telephone service providers. Calls to '1800' numbers from your home phone are free. Calls from public and mobile phones may be timed and charged at a higher rate.

Disclaimer

The information contained in this publication is intended only as a guide to payments and services. It is your responsibility to decide if you wish to apply for a payment and to make an application, with regard to your particular circumstances.