

## When to use this form



Use this form to provide a declaration (only for the 2015–2016 financial year) of your Norfolk Island sourced income that was exempt from Australian tax, or a combination of your Norfolk Island sourced income and Australian income.

The financial year this form is used for begins on **1 July 2015** and ends on **30 June 2016**.

The Australian Government Department of Human Services uses your income to calculate your child support assessment.

You can provide the information requested in this form over the phone by calling us on **131 272**.



## Online services



You can access your Child Support online account through myGov. myGov is a secure way to access a range of government services online with one username and password. You can create a myGov account at **my.gov.au** and link it to your Child Support online account.

## Filling in this form

### Step 1 Please use black or blue pen.

Print in BLOCK LETTERS.

Where you see a box like this  **Go to 5** skip to the question number shown. You do not need to answer the questions in between.

### Step 2 Sign and date the Declaration on page 3.

### Step 3 Return this form. If this form is not signed, is incomplete or missing information, it could result in delays to your assessment, or it may be returned to you.

## For more information



Go to **humanservices.gov.au/childsupport** or call us on **131 272**.

We can translate documents you need for this assessment for free.

To speak to us in other languages, call **131 450**.

**Note:** Call charges may apply.



If you have a hearing or speech impairment, you can contact the **TTY service** on Freecall™ **1800 810 586**. A TTY phone is required to use this service.

## Your details

1 Your Child Support Reference Number

-  -  -

2 Your name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

3 Your date of birth

/  /

4 Your permanent address

Postcode

5 Your postal address (if different to above)

Postcode

6 Your contact details

Home phone number  (  )

Mobile phone number

Work phone number  (  )

Email

@

## Income details

To calculate your child support assessment, both parents' income is used. This includes Australian income and Norfolk Island sourced income that is exempt from Australian tax.

Provide your 2015–2016 financial year incomes if not previously provided to the Australian Government Department of Human Services. This includes Australian taxable income and/or your Norfolk Island sourced income. Your Norfolk Island sourced income is your Norfolk Island income that is exempt from Australian tax.

### Norfolk Island sourced income

7 Do you have any Norfolk Island sourced income for the 2015–2016 financial year that you have not provided to us?

No  **Go to 9**

Yes  **Go to next question**

8 What are your Norfolk Island income details for the 2015–2016 financial year?

a Gross income  \$

b Total deductions  \$

Total deductions are the expenses that are directly related to earning your income.

c Net Norfolk Island income (a minus b)  \$

**IMPORTANT:** We may ask you to provide evidence of this income if there is a dispute, or if we obtain information suggesting your income needs to be reviewed.

### Australian income

9 Did you earn Australian taxable income for the 2015–2016 financial year?

No  **Go to 12**

Yes  **Go to next question**

10 Read this before answering the following question.

We use your tax information to calculate your child support assessment. You are not breaking the law if you do not give us your Tax File Number. We will obtain this information from the Australian Taxation Office (ATO) if you do not provide it.

Do you have an Australian Tax File Number?

No  **Go to next question**

Yes  **Your tax file number**

-  -

**11** What are your Australian income details for the 2015–2016 financial year? **Do not include income that you have included in question 8.**

**Gross income** must include gross income from wages before tax, taxable pension/benefits, business income, rental income, investment income, net capital gains and eligible terminations payments. Include any other assessable income that would be included in your tax return.

**Allowable tax deductions** must be recognised by the ATO (e.g. work related expenses, business expenses, rental property expenses, financial investment expenses).

**Total net investment losses** are the amount by which the expenses for your investments, (e.g. from rental property, shares, managed investments and forestry managed investment schemes, exceed the gross income from those investments).

**Reportable fringe benefits** includes benefits received as part of earned income but not as a wage or salary (e.g. novated lease, use of a car as part of a salary package).

**Target foreign income** is any foreign income exempt from tax, less any losses or outgoings incurred in deriving that income.

**Total tax free pensions and benefits** – Not all tax free pensions and benefits need to be included as adjusted taxable income. The following examples are to be included as they may be considered for child support purposes: disability support pensions, Wife Pension, Carer Payment, invalidity service pensions, partner service pensions, income support supplements and Defence Force Income Support Allowances.

**Reportable superannuation contributions** are when you choose to salary sacrifice some of your wages into a superannuation fund. These are in addition to the compulsory contributions paid by your employer. If you are self-employed, these are the superannuation payments you make that you claim as a tax deduction.

<b>a</b> Gross income	\$
<b>b</b> Allowable tax deductions	\$
<b>c</b> Net taxable income (a minus b)	\$
<b>d</b> Total net investment losses	\$
<b>e</b> Reportable fringe benefits	\$
<b>f</b> Target foreign income	\$
<b>g</b> Total tax free pensions and benefits	\$
<b>h</b> Reportable superannuation contributions	\$
<b>i</b> <b>Total adjusted taxable income</b> (c + d + e + f + g + h)	\$

**Privacy notice**

**12 You need to read this**

**Privacy and your personal information**

Your personal information is protected by law (including the *Privacy Act 1988*) and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information about the way in which the department will manage your personal information, including our privacy policy, at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy)

**Declaration**

**13 I declare that:**

- the information I have provided in this form is complete and correct.

**I understand that:**

- giving false or misleading information is a serious offence.

Your signature

Date

/ /

**Returning your form**

Check that all required questions are answered and that the form is signed and dated.

Send this form and a copy of any supporting documents:

- online** – scan this form and all documents.  
Go to [humanservices.gov.au](http://humanservices.gov.au) and search for 'Submit your Child Support documents online'.
- by fax **1300 309 949**
- by post **Department of Human Services  
Child Support  
GPO Box 9815  
MELBOURNE VIC 3001**

You should keep a copy of this form for your records.