

child support

When to use this form



When the Australian Government Department of Human Services has information that suggests the financial circumstances of parents are not accurately reflected in their child support income amount, we may change the assessment.

We are considering changing your child support assessment to the amount shown in the attached letter. We have sent this form and the attached letter to you and the other parent so you can give us information about your circumstances.

Complete this form which will tell us your financial details and help us make a decision.

What happens after we receive your response?

A copy of the financial information pages of this form and all supporting documents will be sent to the other parent. Your personal and confidential information contained on page 2 **will not** be given to the other parent.

If you have included information about or from third parties, you must seek permission before giving us their information.

If the other parent responds you will be sent a copy of their completed financial information and any supporting documents.

An open exchange of information means both parents have the opportunity to respond and comment on the information before it is used by the decision maker.

We will make a decision based on the information we already have and on any information provided by you, the other parent or a third party. We will send you a written copy of our decision.

Can you stop us from changing your assessment?

If you and the other parent both agree (and the receiving parent is not receiving an income tested pension, benefit or allowance), together you can choose to stop the change of assessment. Call us on **131 141**.

Where parents can agree on a fair amount of child support, we encourage you to make a Child Support Agreement. Prior to us making a decision to change the assessment, we may accept a Child Support Agreement if it is fair, based on the circumstances of the case. If parents cannot agree on a fair amount of child support, we will determine whether to change the assessment.

Online services



You can access your Child Support online account through myGov. myGov is a fast and 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 Statement on page 11.

Step 3 Make sure you provide appropriate evidence with this response. 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 confidential 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

@

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7 Your name
 Mr Mrs Miss Ms Other

Family name

First given name

Second given name

8 Other parent's name
 Mr Mrs Miss Ms Other

Family name

First given name

Second given name

9 Are you the natural or adoptive parent of the children in the assessment?
 No We are not authorised to collect or pass on financial information of a third party carer (e.g. grandparent)
Go to 27
 Yes *Go to next question*

Your income details

Income is not restricted to taxable income and includes any money received, earned or derived for personal use or benefit, or any periodic payment by way of gift or allowance.

Salary sacrifice/Salary packaging includes any benefit 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).

Government payments include Centrelink and Department of Veterans' Affairs pensions, benefits, allowances and income support payments (e.g. Family Tax Benefit). If you participate in the National Disability Insurance Scheme (NDIS), **do NOT include** any NDIS payment you receive.

Interest and dividends include any income you receive from cash deposits, shares, managed investments and forestry managed investment schemes.

Foreign income includes any income you receive from outside Australia.

Regular payments include compensation and rehabilitation payments, allowances, or gifts.

Other income includes any other income you receive that is not listed below (e.g. personal income derived from self employment, royalties etc).

10 Do you receive **income** from any of the following?

Complete the gross income amount (income you earned before tax) **OR** the net income amount (income you earned after tax) for each item that applies to you.

Show the total amount per week, fortnight, month or year, including any one-off or irregular payments.

Salary or wage (including allowances)

Gross (before tax)	Net (after tax)
\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>

Termination payments (including superannuation payments)

Gross (before tax)	Net (after tax)
\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>

Government payments

Gross (before tax)	Net (after tax)
\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>

Interest and dividends

Gross (before tax)	Net (after tax)
\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>

Business income

Gross (before tax)	Net (after tax)
\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>

Trust distribution

Gross (before tax)	Net (after tax)
\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>

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Partnership distribution

Gross (before tax)	Net (after tax)
\$ _____ per _____	\$ _____ per _____

Rental property income

Gross (before tax)	Net (after tax)
\$ _____ per _____	\$ _____ per _____

Sale of property

\$ _____	\$ _____
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Compensation or rehabilitation payments

(including lump sum payments)

Gross (before tax)	Net (after tax)
\$ _____ per _____	\$ _____ per _____

Superannuation payments

(Do **NOT** include amounts released as part of the First Home Super Saver Scheme)

Gross (before tax)	Net (after tax)
\$ _____ per _____	\$ _____ per _____

Reportable superannuation contributions

Gross (before tax)	Net (after tax)
\$ _____ per _____	\$ _____ per _____

Periodical payments by way of gift or allowances

\$ _____ per _____	\$ _____ per _____
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Reportable fringe benefits

Gross (before tax)	Net (after tax)
\$ _____ per _____	\$ _____ per _____

Target foreign income

Gross (before tax)	Net (after tax)
\$ _____ per _____	\$ _____ per _____

Royalties

Gross (before tax)	Net (after tax)
\$ _____ per _____	\$ _____ per _____

Other income

\$ _____ per _____	\$ _____ per _____
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Give details of the source of this income



Attach current supporting documents.

11 Do you receive a trust distribution?

No Go to next question

Yes What is the name of the trust?

If you have received more than one trust distribution, attach a separate sheet with details.

Your expenses

12 What are your current **personal expenses**?

Do NOT include expenses that are related to the operation of a business, company, trust or the superannuation guarantee payments paid by your employer.

If your expenses are shared, only provide the portion of those expenses that are incurred by you (e.g. you contribute 50 per cent towards the cost of electricity). The electricity bill averages \$100 per month, so your share will be \$50.

Complete the amount for each item that applies to you. Show the total amount per week, fortnight, month or year.

Mortgage repayments	\$ _____ per _____
Other loan repayments	\$ _____ per _____
Credit Card payments	\$ _____ per _____
Rent/board	\$ _____ per _____
Rates	\$ _____ per _____

Utilities

Electricity	\$ _____ per _____
Phone	\$ _____ per _____
Gas	\$ _____ per _____
Other	\$ _____ per _____

Transport costs

Fuel	\$ _____ per _____
Vehicle registration	\$ _____ per _____
Insurance	\$ _____ per _____
Other running expenses	\$ _____ per _____
Fares	\$ _____ per _____

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Living costs

Food \$ per

Clothing \$ per

Personal \$ per

Medical insurance/bills \$ per

Education expenses \$ per

Other \$ per



Attach current supporting documents.

Your assets and liabilities

13 Do you have any cash assets?

Do NOT include an account used exclusively for funding from the National Disability Insurance Scheme.

No Go to next question

Yes Give details below

1 Type of account (e.g. savings account)

Name of bank, building society or credit union

Branch where your account is held

Branch number (BSB)

Account number (this may not be your card number)

Balance

Joint account?

No

Yes Your share

2 Type of account (e.g. savings account)

Name of bank, building society or credit union

Branch where your account is held

Branch number (BSB)

Account number (this may not be your card number)

Balance

Joint account?

No

Yes Your share

If you have more than two accounts, attach a separate sheet with details.

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14 Do you own, partly own or have a financial interest in any property assets?

No Go to next question

Yes Give details below

1 Type of property (e.g. family home)

 Address of property

 Postcode

 Current market value Amount owed
 \$ \$
 Minimum monthly repayment
 \$
 Joint ownership?
 No
 Yes Your share %
 Is the property mortgaged?
 No
 Yes Provide the name of the financial institution/bank

2 Type of property (e.g. family home)

 Address of property

 Postcode

 Current market value Amount owed
 \$ \$
 Minimum monthly repayment
 \$
 Joint ownership?
 No
 Yes Your share %
 Is the property mortgaged?
 No
 Yes Provide the name of the financial institution/bank

If you have more than two property assets, attach a separate sheet with details.

15 Do you own, partly own or have a financial interest in any motor vehicles, motorcycles or trailers?

No Go to next question

Yes Give details below

1 Type of asset (e.g. car) Make (e.g. Holden)

 Model (e.g. Astra) Year

 Current market value Amount owed
 \$ \$
 Minimum monthly repayment
 \$
 Joint ownership?
 No
 Yes Your share %
 Is there a loan attached to this asset?
 No
 Yes Provide the name of the financial institution/bank

2 Type of asset (e.g. car) Make (e.g. Holden)

 Model (e.g. Astra) Year

 Current market value Amount owed
 \$ \$
 Minimum monthly repayment
 \$
 Joint ownership?
 No
 Yes Your share %
 Is there a loan attached to this asset?
 No
 Yes Provide the name of the financial institution/bank

If you have more than two motor vehicles, motorcycles or trailers, attach a separate sheet with details.

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16 Do you own, partly own or have a financial interest in any boats, caravans or motor homes?

Do NOT include a boat, caravan or motor home that is your principal home.

No Go to next question

Yes Give details below

1 Type of asset (e.g. boat)	Make (e.g. Quintex)
<input type="text"/>	<input type="text"/>
Model (e.g. Coastrunner)	Year
<input type="text"/>	<input type="text"/>
Current market value	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Minimum monthly repayment	
\$ <input type="text"/>	
Joint ownership?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> Your share	
	<input type="text"/> %
Is there a loan attached to this asset?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> Provide the name of the financial institution/bank	
	<input type="text"/>

2 Type of asset (e.g. boat)	Make (e.g. Quintex)
<input type="text"/>	<input type="text"/>
Model (e.g. Coastrunner)	Year
<input type="text"/>	<input type="text"/>
Current market value	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Minimum monthly repayment	
\$ <input type="text"/>	
Joint ownership?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> Your share	
	<input type="text"/> %
Is there a loan attached to this asset?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> Provide the name of the financial institution/bank	
	<input type="text"/>

If you have more than two boats, caravans or motor homes, attach a separate sheet with details.

17 What is your estimate of the current market value of your household contents and personal effects?

Current market value

\$

Amount owed

\$

Joint ownership?

No

Yes Your share

%

18 Do you have any superannuation?

No Go to next question

Yes Give details below

1 Name of institution/company
<input type="text"/>
Policy number
<input type="text"/>
Non-preserved amount
\$ <input type="text"/>

2 Name of institution/company
<input type="text"/>
Policy number
<input type="text"/>
Non-preserved amount
\$ <input type="text"/>

If you have more than two superannuation accounts, attach a separate sheet with details.

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19 Do you own, partly own or have a financial interest in any shares, bonds or other investments?

No *Go to next question*

Yes Give details below

1 Type of investment

Name of company

Current amount invested

\$

Amount owed on investment loan (if applicable)

\$

Joint ownership?

No

Yes Your share

%

2 Type of investment

Name of company

Current amount invested

\$

Amount owed on investment loan (if applicable)

\$

Joint ownership?

No

Yes Your share

%

If you have more than two investments, attach a separate sheet with details.

20 Do you have a life insurance policy that includes a savings or investment component?

No *Go to next question*

Yes Give details below

Name of insurance company

Policy number

Surrender value

\$

21 Do you have any **other** assets you have not already advised us about in this form?

No *Go to next question*

Yes Give details below

Type of asset

Value

\$

If you have more than one other asset, attach a separate sheet with details.

22 Total present value of your assets

\$



Attach current supporting documents.

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23 In the last 12 months have you given away, sold for less than their market value, or surrendered a right to, any cash, assets, property or income?
Include forgiven loans and shares in private companies.

No *Go to next question*

Yes Give details below

If you need more space, attach a separate sheet with details.

24 What are your current liabilities?

Complete the **current outstanding** amount for each item that applies to you unless otherwise stated.

a Mortgage (family home)	\$
b Rental property loan(s)	\$
c Personal loan(s)	\$
d Overdraft limit	\$
e Overdraft	\$
f Investment loan(s)	\$
g Credit card(s) limit	\$
h Credit card(s)	\$
i Department store card(s) limit	\$
j Department store card(s)	\$
k Taxation debt	\$
l Sub total (a + b + c + e + f + h + j + k)	\$

25 Do you have any **other** current outstanding liabilities that you have not already advised us about in this form?

No *Go to next question*

Yes Give details below

Type of liability


a Limit \$

b Outstanding amount \$

If you have more than one **other** current outstanding liability, attach a separate sheet with details.

26 What are your total current liabilities?
(**24l** + **25b**)

\$

 Attach current supporting documents.

Assessment details

27 Do you agree or disagree with the change of assessment suggested by the department in the accompanying letter?

Agree

Disagree

Cross application

28 Do you want to make a cross application to have any other reasons considered?

The department is making an application to change your child support assessment. You can make your own cross application if you want the department to consider other special circumstances that might affect the assessment. If you make a cross application, the other party will be asked to respond to your cross application in writing.

No *Go to 33*

Yes *Go to next question*

 Attach supporting documents.

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29 Under which reason(s) are you applying for a change to your assessment?

Under Child Support legislation, your circumstances must fall within one or more of the 10 reasons listed below for us to consider a change to your child support assessment.

If you have more than one child support case, **you must lodge a separate application for each case** you want to change. You must also provide evidence to support your claim. Refer to each reason for examples of the types of evidence you can provide.

Tick ALL that apply

Reason 1 – The costs of spending time with or communicating with the child(ren) are more than 5 per cent of my adjusted taxable income amount

Reason 2 – The child(ren) has special needs

Reason 3 – There are extra costs in caring for, educating or training the child(ren) in the way both parents intended

Reason 4 – The child(ren) has income, an earning capacity, property and/or financial resources

Reason 5 – I have provided money, goods or property for the benefit of the child(ren)

Reason 6 – The cost of child care for the child(ren) under 12 years of age are more than 5 per cent of my adjusted taxable income

Reason 7 – I have out of the ordinary, necessary expenses to support myself

Reason 8 – You may apply under either **A, B** or both.

A – The assessment does not correctly reflect either parent’s income, property, and/or financial resources

B – The assessment does not correctly reflect either parent’s earning capacity

Reason 9 – I have a legal duty to support another person

Reason 10 – I have a responsibility to support a resident child

30 Based on your reason(s) in question 29, explain why you think the child support assessment in your case should be changed. Give details such as what the out of ordinary costs are, how much they are and whether they are for you, a child included in the assessment or another person.

You may be asked to provide documents and other evidence to support your claims which must also be exchanged with the other party.

If you need more space, attach a separate sheet with details.

31 What period/dates do you want considered in your cross application?

/ / to / /

32 What change do you think would make the assessment correct?

Tick ONE only

Increase the annual rate of child support Increase to \$ per year

Decrease the annual rate of child support Decrease to \$ per year

Unsure

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Obligations

You must read this

33 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

Statement

34 I declare that:

- the information I have provided in this form is complete and correct.
- any personal information about a third party is provided with the knowledge of that third party. I have explained to that person that the department collects and will use the personal information that I have provided about them for the purpose of my child support assessment and that the personal information contained in this form or any attachments will be sent to both the department and the other party (parent and/or non-parent carer) to my child support case.

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 all supporting documents:

- **online** – scan this form and all documents.
Go to 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.