

child support

When to use this form



Use this form to provide a statement of your financial details so that the Australian Government Department of Human Services can determine a payment arrangement for you to pay your overdue child support as soon as possible. It is important that you provide full details of your income, expenses, assets and liabilities to help us determine the most appropriate debt repayment amount. We may request evidence to support the information you have provided.

At the end of this form you will be asked to offer a debt repayment amount. We will determine if this is suitable based on your circumstances.

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 10.

Step 3 Make sure you provide appropriate evidence with your statement. 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

@

7 Do you have a spouse or partner living with you?

No **Go to 9**

Yes **Go to next question**

8 Is your spouse or partner employed?

No

Yes – Part time

Yes – Full time

Yes – Casual

9 Have you attempted to borrow money for the purpose of paying your outstanding child support?

No **Go to next question**

Yes Give details of who you approached, on which date, and the outcome.

1 Who did you approach?

Financial institution Name of financial institution

Bank Name of bank

Friend

Relative

Other

Date approached

□ / □ / □

Outcome

2 Who did you approach?

Financial institution Name of financial institution

Bank Name of bank

Friend

Relative

Other

Date approached

□ / □ / □

Outcome

Continued

3 Who did you approach?

Financial institution Name of financial institution

Bank Name of bank

Friend

Relative

Other

Date approached

Outcome

Your employment details

10 Are you employed?

- No **Go to 12**
- Yes Give details below
- Full time
- Part time
- Casual

11 Are you employed on salary or wages, or for labour hire?

- No **Go to next question**
- Yes Give details below

Your occupation or trade

Name of employer

Address of employer

Postcode

Employer's phone number

Employer's Australian Business Number (ABN) (if known)

Employer's business/trading name

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

12 Are you a sole trader?

- No **Go to next question**
- Yes Give details below

Australian Business Number (ABN)

Trading name

Industry type

If you are a sole trader of multiple businesses, attach a separate sheet with details.

Your income details

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

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

Show the total amount per week, fortnight, month or year.

IMPORTANT: Tax payable will be considered separately.

Salary or wage
(including allowances) \$ per

Salary sacrifice/Salary packaging \$ per

Commissions \$ per

Government payments \$ per

Superannuation pension \$ per

Rental income \$ per

Interest and dividends \$ per

Trust distribution \$ per

Director's fees \$ per

Foreign income \$ per

Partnership distribution \$ per

Any other income \$ per

18 Have you received any **lump sum payment** (including an inheritance, lump sum gift, windfall) in the last 12 months?

No *Go to next question*

Yes *Give details below*

Termination payments

Gross (before tax)	Payment date
\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Redundancy payments

Gross (before tax)	Payment date
\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Capital gains

Gross (before tax)	Payment date
\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Lump sum superannuation payments

Gross (before tax)	Payment date
\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Compensation or rehabilitation payments

Gross (before tax)	Payment date
\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Other lump sum payments

Gross (before tax)	Payment date
\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Your expenses

19 What are your current **necessary personal expenses**?

Do NOT include expenses that are related to the operation of a business.

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 per month.

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

Household expenses

Rent per

Gas per

Electricity per

Water per

Phone per

Rates per

Body corporate fees per

Groceries per

Other per

Essential medical expenses

Doctor per

Medicines per

Dentist per

Other per

Education and care expenses

School fees per

University/TAFE fees per

Books and uniforms per

Child care per

Other per

Transport expenses

Car registration per

Fuel per

Repairs/maintenance per

Public transport per

Other per

Insurance

Home and contents per

Car per

Health per

Other per

Your assets and liabilities

20 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

Joint ownership?

No

Yes Your share

 %

Is the property mortgaged?

No

Yes Provide the name of the financial institution/bank

Is this asset for sale?

No

Yes Give details below

Name of agent

Name of solicitor

Name of solicitor's business

Solicitor's postal address

Postcode

Solicitor's phone number

 ()

2 Type of property (e.g. rental property)

Address of property

Postcode

Joint ownership?

No

Yes Your share

 %

Is the property mortgaged?

No

Yes Provide the name of the financial institution/bank

Is this asset for sale?

No

Yes Give details below

Name of agent

Name of solicitor

Name of solicitor's business

Solicitor's postal address

Postcode

Solicitor's phone number

 ()

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

21 Do you own, partly own or have a financial interest in any motor vehicles, motorcycles, boats, trailers, caravans, or motor homes?

No Go to next question

Yes Give details below

1 Type of asset (e.g. car)

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

Is this asset for sale?

No

Yes

2 Type of asset (e.g. car)

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

Is this asset for sale?

No

Yes

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

22 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 number (BSB)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number (this may not be the card number)

Balance

\$

Joint ownership?

No

Yes Your share

%

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

Name of bank, building society or credit union

Branch number (BSB)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number (this may not be the card number)

Balance

\$

Joint ownership?

No

Yes Your share

%

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

23 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 Currency if not AUD
 \$
 Joint ownership?
 No
 Yes Your share
 %

2 Type of investment

 Name of company

 Current amount invested Currency if not AUD
 \$
 Joint ownership?
 No
 Yes Your share
 %

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

24 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
 \$

25 Do you have any superannuation that you can access now?

No Go to next question

Yes Give details below

1 Name of institution/company

 Policy number

 Non-preserved amount
 \$

2 Name of institution/company

 Policy number

 Non-preserved amount
 \$

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

26 What are your current **debt repayments**?

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

Mortgage (family home) minimum repayment	\$ <input type="text"/> per <input type="text"/>
Rental property loan(s)	\$ <input type="text"/> per <input type="text"/>
Car lease/loan(s)	\$ <input type="text"/> per <input type="text"/>
Personal loan(s)	\$ <input type="text"/> per <input type="text"/>
Investment loan(s)	\$ <input type="text"/> per <input type="text"/>
HECS/HELP payments	\$ <input type="text"/> per <input type="text"/>
Credit card(s)	\$ <input type="text"/> per <input type="text"/>
Taxation debt	\$ <input type="text"/> per <input type="text"/>
Centrelink debt	\$ <input type="text"/> per <input type="text"/>
Other	\$ <input type="text"/> per <input type="text"/>

Your payment offer

27 Read this before making your payment offer.

Your payment offer must be an amount that your 'capacity to pay' allows for the debt to be repaid in the shortest possible time.

Your payment offer will be considered to determine if the amount is suitable. In the meantime, you should commence paying what you can immediately to reduce your debt.

Do you agree to make a lump sum payment?

No Go to next question

Yes Give details below

Payment amount

\$

Date payment will be made

/ /

28 Do you agree to make a regular payment amount?

No Go to next question

Yes Give details below

Payment amount per week, fortnight or month

\$ per

Date your regular payment will start from

/ /

Obligations

You must read this

29 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

30 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.
- the payment amount I am offering will be in addition to paying my ongoing child support amount.

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.