

# Joint election to stop a change to your child support assessment being initiated

## When to use this form



Use this form to elect to stop the Australian Government Department of Human Services initiating a change to the child support assessment.

We will notify both parties that the election has been accepted and stop the change to the assessment which we have initiated.

We will notify both parties that the election has not been accepted. We will then decide whether a change to the assessment should be made.

## Important information

We cannot accept the election if the receiving parent receives an income tested pension, allowance or benefit.

Once we have formally accepted the election it cannot be withdrawn. Usually we will make a decision on the election within a few days of receiving it. However, if the election has not yet been accepted, either party may withdraw it. If you want to withdraw your election, and wish to find out whether or not it has been accepted, contact 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.

**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.

## Paying parent's details

This section collects the personal details of the paying parent (i.e. the parent required to pay child support).

### 1 Paying parent's Child Support Reference Number

 -  -  - 

### 2 Paying parent's name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

### 3 Paying parent's date of birth

 /  / 

### 4 Paying parent's permanent address

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Postcode

### 5 Paying parent's postal address (if different to above)

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Postcode

### 6 Paying parent's contact details

Home phone number  (  )

Mobile phone number

Work phone number  (  )

Email

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@

## Receiving parent's details

This section collects the personal details of the receiving parent (i.e. the parent entitled to receive child support).

### 7 Receiving parent's Child Support Reference Number

 -  -  - 

### 8 Receiving parent's name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

### 9 Receiving parent's date of birth

 /  / 

### 10 Receiving parent's permanent address

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Postcode

### 11 Receiving parent's postal address (if different to above)

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Postcode

### 12 Receiving parent's contact details

Home phone number  (  )

Mobile phone number

Work phone number  (  )

Email

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@

## Privacy notice

### 13 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

- 14** **IMPORTANT:** If only one parent signs this form, the Australian Government Department of Human Services will contact the other parent to discuss the proposed election.

#### I elect to:

- stop the Australian Government Department of Human Services from initiating a change to the child support assessment.

#### I declare that:

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

#### I understand that:

- the Australian Government Department of Human Services will not accept the election if the receiving parent is receiving an income tested pension, benefit or allowance.
- giving false or misleading information is a serious offence.

Paying parent's signature



Date

/ /

Receiving parent's 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.