

When to use this form



Use this form to apply to have additional income excluded from your child support assessment.

Additional income you have earned after you separated from the child(ren)'s other parent may be excluded from your adjusted taxable income.

This must be income you have earned in addition to income you earned before your separation (e.g. it does not include income from a second job you had before separation, overtime if you were already doing overtime before separation, or standard pay rises).

Your adjusted taxable income can only be reduced by a maximum of 30 per cent and is limited to 3 years after your separation. You must also have lived with your child(ren)'s other parent for at least 6 months before you separated.

We will contact the other parent to discuss your application. You may be required to provide evidence to support this application.

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 4.

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.

Separation details

1 Did you separate from the other parent within the last 3 years?

No



**You are not eligible to apply.
Call us to discuss your options.**

Yes Date of separation

2 Did you live with the other parent for at least 6 months before the date of separation?

No



**You are not eligible to apply.
Call us to discuss your options.**

Yes Go to next question

Your details

3 Your Child Support Reference Number

4 Your name

Mr

Mrs

Miss

Ms

Other

Family name

First given name

Second given name

5 Your date of birth

6 Your permanent address

Postcode

7 Your postal address (if different to above)

Postcode

8 Your contact details

Home phone number ()

Mobile phone number

Work phone number ()

Email

Other parent's details

9 Other parent's name

Mr

Mrs

Miss

Ms

Other

Family name

First given name

Second given name

10 Other parent's date of birth

11 Other parent's permanent address (if known)

Postcode

12 Other parent's postal address (if different to above)

Postcode

Privacy notice

24 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

Declaration

25 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 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.