

When to use this form



Use this form to make an application to the Australian Government Department of Human Services to stop making deductions from your salary or wages.

We will only accept your application if your payments are up to date and we are satisfied that you will continue to make the payments in full and by the due dates.

Important information

Have you asked us to stop employer deductions in the past and been refused?

- If YES, you can ask us to stop deductions again if the last time you asked was more than 2 months ago.
- If NO, you can apply now.

Have we previously cancelled an application for child support not to be deducted because you did not pay on time?

- If YES, you can ask us to stop deductions again if we cancelled your last arrangement more than 6 months ago.
- If NO, there is no waiting period to apply.

What happens if you do not make payments on time?

If your application is accepted and you cannot make a payment on time, call us on **131 272** on or before the due date to discuss alternative arrangements. If you miss a payment or your payment is late, we will cancel your application and start child support deductions.

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, 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

 @

Your employer's details

7 1 Employer's name

Employer's address

 Postcode

Are you an employee or a contractor?

Employee

Contractor

2 Employer's name

Employer's address

 Postcode

Are you an employee or a contractor?

Employee

Contractor

If you have more than two employers, provide a separate sheet with details.

Privacy notice

8 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

9 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.