

centrelink

When to use this form



Use this form to tell us about your living arrangements so we can assess your correct entitlement to payment at either the single or partnered rate. This may be for future entitlements, payments received in the past or assessing entitlements for past periods, for example, family assistance.

We may need you to fill in this form even if you do not share accommodation with your ex-partner. This is so we can pay you the right amount for your situation.

We generally require a completed form from both yourself and the ex-partner identified in this form for an assessment to be completed.

If you have a partner, you will need to complete a **Partner details (MOD P)** form.

If the person you live with is not your ex-partner, you will need to complete a **Relationship details (SS284)** form.

If you do not have the required form, go to servicesaustralia.gov.au/forms

Once you have returned the form we may need to talk to you about it.

Keeping your information safe

You should consider the steps you need to take to keep your personal information safe if your relationship or living arrangements have changed.

Changing your passwords or PIN will make sure only you have access to your myGov and online accounts.

For more information, go to servicesaustralia.gov.au/keepinformationsafe

How do we assess your relationship?

We will assess your relationship based on the following 5 factors:

- financial arrangements
- nature of the household
- social aspects of the relationship
- sexual relationship
- nature of commitment.

For more information on how we assess your relationship, go to servicesaustralia.gov.au/moc

Relationships and safety concerns

If you need to tell us about a change in your living arrangements or relationship and you are concerned about your safety, there may be support we can provide. We can support you if you are in, have left, or are preparing to leave a family and domestic violence situation.

If any of the questions in this form cause you distress or you are affected by family and domestic violence, you may wish to speak to a social worker. You can call us on **132 850** or visit one of our service centres and ask to speak to a social worker.

For more information, go to servicesaustralia.gov.au/domesticviolence

Family Tax Benefit

If you receive Family Tax Benefit Part A and separate, to get more than the base rate you will need to take reasonable steps to obtain child support from the other parent. To make an application for child support online, go to servicesaustralia.gov.au/childsupport

If you separate and will share care of the children or the number of children in your care has changed, you will need to complete and return a **Details of your child's care arrangements (FA012)** form. If you do not have this form, go to servicesaustralia.gov.au/forms

If you cannot answer the questions

It is important that you answer all the questions and give as much detail as you can. If you are not able to give any of the information asked for, say so on the form.

Having a partner

You have a partner if we consider you a member of a couple. We consider you a member of a couple if you are either:

- married
- in a registered relationship
- in a de facto relationship.

A registered relationship is where your relationship is registered under a law of a state or territory. A de facto relationship is where you and your partner are in a relationship similar to a married couple but are not married or in a registered relationship.

We may still consider you a member of a couple if you are not physically living with your partner. For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

For more information, go to servicesaustralia.gov.au/moc

How to choose a suitable referee

Your referee must:

- be 18 or older
- not be your parent, step parent, sibling or child
- not be your correspondence nominee
- not be your most recent ex-partner.

Your referee should also be a person who is familiar with your circumstances.

It is preferable that a referee be a person of some standing in the community, for example, a minister of religion, doctor, police officer, counsellor, social or welfare worker, solicitor, or community leader.

Services Australia may contact your referee to discuss your current relationship status.

For more information

If you need to contact us, go to servicesaustralia.gov.au/contact

Section 1 – your details and relationship with another person

Filling in this form

You can fill and sign this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and sign it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this **Go to 1** skip to the question number shown.

Your details

1 Your Customer Reference Number (if known)

Your name

Family name

First given name

Second given name

Your date of birth (DD MM YYYY)

2 Has your phone number changed since you last told us?

No **Go to next question**

Yes Your contact phone number (including area code)

3 Your permanent address

Postcode

Your relationship with another person

4 Read this before answering the following questions.

We may decide you are a member of a couple based on an assessment of your relationship or living arrangements. This could be someone you live with or someone who lives separately to you. This could also be your ex-partner.

Where the words 'ex-partner' appear in this form, they refer to the person you name below.

Ex-partner's Customer Reference Number (if known)

Ex-partner's family name

Ex-partner's first given name

Ex-partner's second given name

Ex-partner's date of birth (DD MM YYYY)

5 Ex-partner's contact phone number (including area code)

6 Are you experiencing family and domestic violence?

Any information you give us is private. We will only use it to help you find the right services and support. This is for people whose safety and wellbeing may be at risk due to a partner, ex-partner or family member.

No **Go to 9**

Yes **Go to next question**

Do not **Go to 9**
wish to say

7 Is the family and domestic violence in relation to your ex-partner (named at Question 4)?

No

Yes



CLK0SS293 2212

8 Would you like to be contacted to discuss your support options specific to your needs?


We can provide support to people affected by family and domestic violence.

No

Yes

9 Are you partnered to someone else, whether living in the same household or not?

No Go to next question

Yes  You will need to complete and return a **Partner details (MOD P)** form. If you do not have this form, go to **servicesaustralia.gov.au/forms**
▶ **Go to 43**

10 Is your ex-partner the partner of anyone else, whether living in the same household or not?

No Go to next question

Yes **Go to 43**

I do not know Go to next question

11 **Read** this before answering the following questions.

We may still consider you a member of a couple if you are not physically living with your partner.
For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

How do you describe your relationship with your ex-partner?

Tick **one** of the boxes below to describe your relationship status right now.

Friend/Housemate Go to next question

Boyfriend/Girlfriend Go to next question

Non-binary relationship Go to next question

Separated Go to next question

Partner (Married, registered or de facto)  You will need to complete and return a **Partner details (MOD P)** form. If you do not have this form, go to **servicesaustralia.gov.au/forms**

▶ **Go to 43**

Other Give details below

How do you describe your relationship with your ex-partner?

Form box with two horizontal dotted lines for text entry.

12 Does the property where you live have a separate self-contained area, for example, a granny flat, caravan or converted garage?

A self-contained area is a place which includes separate or private sleeping, cooking and bathroom facilities.

No Go to next question

Yes Who lives in the self-contained area?

Tick one only

I do **Go to 43**

Ex-partner **Go to 43**

Me and my ex-partner Go to next question

No-one Go to next question

Third party Give details below

Form box with two horizontal dotted lines for text entry.

Section 2 – living arrangements

Financial arrangements

- 13 Do you or your ex-partner own the home you currently live in (including paying it off)?

No **Go to 16**

Yes Give details below

Tick one only

We own the home together **Go to next question**

I own the home on my own **Go to 17**

I, or we, own the home with another person **Go to 17**

My ex-partner owns the home **Go to 16**

- 14 Is your home still being paid off?

No **Go to next question**

Yes Give details below

What are the total mortgage repayments?

\$ per month

How much of this do **you** pay?

\$ per month



Provide your latest loan account statement.

- 15 Has the home been listed for sale?

No **Go to 17**

Not yet but **Go to 17**
plan to list

Yes Give details below

Tick one only

Property settlement **Go to 17**
proceedings have not begun

Property settlement Give details below
proceedings have begun.

Go to 17

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

- 16 Do you pay rent or board and/or lodgings at the place where you currently live?

No Give details below about why you **do not** pay for your accommodation.

Yes Give details below

Tick one only

Accommodation expenses are split **Go to next question**
equally amongst all residents

Accommodation expenses are not Give details below
split equally amongst all residents.

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

17 Do you share any other real estate assets jointly with your ex-partner, such as investment properties, business properties, caravan sites or moorings?

No Go to next question

Yes Give details below

Tick all that apply

Investment properties

Business properties

Caravan sites

Moorings

Other Give details below

Do you plan to sell or change these joint assets?

No Give details below about why you **do not** plan to sell or change these joint assets

Yes Give details below about when you plan to sell or change these joint assets

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

18 Do you and your ex-partner have any joint accounts (including bank, credit and store cards)?

No Go to next question

Yes Give details below



Provide a copy of the latest statement(s) of your current joint account(s).

Name of financial institution the account is held with

--

Type of account

--

What is the purpose of the joint account?

Tick all that apply

Shared rent and/or utilities only

Joint savings account

Joint mortgage

Joint credit card(s)

Other Give details below

Do you plan to separate this account?

No Give details below about why you **do not** plan to separate this account

Yes Give details below about when you plan to separate this account

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

19 Do you and your ex-partner have access to any of each other's account(s) (including bank, credit and store cards)?

No Go to next question

Yes Give details below

Tick all that apply
I have access to my ex-partner's account(s) <input type="checkbox"/>
My ex-partner has access to my account(s) <input type="checkbox"/>
Why do you and/or your ex-partner have access?
<hr/> <hr/> <hr/> <hr/> <hr/>

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

20 Do you and your ex-partner have any outstanding joint debts on credit cards, hire purchase, store accounts or personal loans?

No Go to next question

Yes Give details below

Describe the debt type			
<hr/>			
Date when debt occurred (DD MM YYYY)			
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Arrangement(s) for repaying this debt			
<hr/> <hr/> <hr/>			
What are the arrangements for separating the debt?			
<hr/> <hr/> <hr/>			

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

21 **Since separating**, have you and your ex-partner purchased any of the following items together?

No Go to next question

Yes Give details below

Tick all that apply	Date purchased (DD MM YYYY)											
Car <input type="checkbox"/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>
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Caravan <input type="checkbox"/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>
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Household appliances <input type="checkbox"/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>
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Electrical items <input type="checkbox"/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>	<table border="1"><tr><td><hr/></td><td><hr/></td><td><hr/></td></tr></table>	<hr/>	<hr/>	<hr/>
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Other (Give details) <input type="checkbox"/>												
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Why did you purchase this/these items jointly?

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What are the arrangements for the jointly owned items should either of you move out?

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

22 Give information about the payment of the following household expenses.

Phone/Internet

Do you share the payment of either a landline, internet or mobile phone with your ex-partner?

No Go to next question

Yes What is the arrangement for sharing the payment?

Electricity

Do you share the payment with your ex-partner?

No Who pays for it?

Yes What is the arrangement for sharing the payment?

Gas

Do you share the payment with your ex-partner?

No gas connected

No Who pays for it?

Yes What is the arrangement for sharing the payment?

Food

Do you share the food or shopping expenses with your ex-partner?

No Who pays for it?

Yes What are the arrangements for sharing this expense?

23 Do you and your ex-partner jointly own any of the following insurance policies?

No Go to next question

Yes Give details below

Tick all that apply

Private medical

House and/or contents insurance

Vehicle insurance

Other policies Give details below

Do you plan to cancel or change this/these joint insurance policies?

No Give details below about why you **do not** plan to cancel or change the joint insurance policies

Yes Give details below about the planned cancellation or change

24 Is your ex-partner nominated as a beneficiary under your will, superannuation or life insurance?

Do not have Go to next question
these policies

No Go to next question

Yes Give details below

Tick all that apply

Will

Superannuation

Life insurance

Other

Do you plan to cancel or change your beneficiary?

No Give details below about why you **do not** plan to
cancel or change your beneficiary

Yes Give details below about your plan to cancel or
change your beneficiary

Nature of the household

25 Do you and your ex-partner share a bedroom?

No Go to next question

Yes Give details below about why you share a bedroom.

26 Who does the following household tasks?

Cleaning

Tick one only

I do

Ex-partner

We both do

Third party Give details below

Washing

Tick one only

I do

Ex-partner

We both do

Third party Give details below

Gardening

Tick one only

Does not apply

I do

Ex-partner

We both do

Third party Give details below

General maintenance

Tick one only

I do

Ex-partner

We both do

Third party Give details below

27 Are there any dependent children younger than 16 regularly living or staying at your address?

No Go to 29

Yes Give details below

Do you and your ex-partner **both** look after the child(ren)?

No Go to next question

Yes What are the current care arrangements for the child(ren)?

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

28 Have you and your ex-partner discussed or made any child support arrangements?

No Why have you not made any child support arrangements?

Go to 29

Yes What are the arrangements?

Private Collect

Child Support Collect

Social aspects

29 Do relatives, friends or regular associates (including social media contacts) consider you and your ex-partner to be partnered?

For example, are you and your ex-partner invited out as a couple.

No Go to next question

Yes Give details below

30 Since separating, have you ever claimed that you and your ex-partner were partnered to any businesses or government agencies?

For example, financial institution, Medicare, Australian Taxation Office.

No Go to next question

Yes Give details below explaining why, including the dates

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

31 Do you share social and leisure activities with your ex-partner?

For example, sporting events, family occasions, movies, holidays or other activities.

No ► *Go to next question*

Yes ► What sort of activity and how often?

Sporting events

Weekly

Monthly

Other

Why do you participate jointly in this activity?

Family occasions

Weekly

Monthly

Other

Why do you participate jointly in this activity?

Movies

Weekly

Monthly

Other

Why do you participate jointly in this activity?

Holidays

Once a year

Other ►

Why do you participate jointly in this activity?

Other activities ► Give details below, including how often

Sexual relationship

32 Read this before answering the following questions.

We need to ask the following question as one of the considerations against the 5 factors for assessing your relationship status.

See **Notes** page 1 for more information on how we assess your relationship.

Do you currently have a sexual relationship with your ex-partner?

No

Yes

Nature of commitment

33 How long do you intend to share accommodation with your ex-partner and why?

Tick one only

Less than 3 months

3–6 months

6–12 months

More than 12 months

Why do you continue to share accommodation?

34 If your ex-partner is employed, are you listed as the emergency contact at their work?

Not applicable

No

Yes ► Why are you listed as the emergency contact?

35 Do you and your ex-partner provide care or support/help each other for any of the following circumstances?

Illness

No

Yes Give details below

Personal crisis

No

Yes Give details below

Money matters

No

Yes Give details below

Family disputes

No

Yes Give details below

Child schooling events

No

Yes Give details below

36 Do you think that you and your ex-partner will get back together?

No Go to next question

Yes When do you think you will get back together?

Within 14 days Go to next question

Within 3 months Go to next question

Within 6 months Go to next question

Other Give details about when you think you will get back together

37 Since separating, how has your relationship changed and how does it differ to that of a married, registered or de facto couple?

Tell us, in your view, why you believe the relationship exists or no longer exists.

38 Have you applied to legally end your relationship?

This applies if you are married or in a registered relationship. If your relationship is de facto, select 'Not applicable'.

Not applicable Go to next question

No Explain why not

Yes Give details of the action taken and the date the application was made

Other things you can tell us

39 Is there any other information you would like to tell us to assist us with this assessment/review?

No Go to next question

Yes Give details below

40 Are there any other things that you are not able to write down that you would like to talk about in a phone interview?

No Go to next question

Yes What is the best phone number to call you on?
(including area code)

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Someone who knows about your relationship status

41 We need the name and contact details of a suitable referee who knows about your current relationship status.

Your referee must:

- be 18 or older
- not be your parent, step parent, sibling or child
- not be your correspondence nominee
- not be your most recent ex-partner.

See **Notes** page 2 for information on how to choose a referee.

If you cannot give details below, tell us why.

Full name

Address

Postcode

Phone number (including area code)

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Relationship to you

If you cannot give referee details, tell us why.

Section 3 – privacy notice and declaration

Checklist

42 Which of the following documents are you providing with this form?

Your latest loan account statement (if you answered Yes at question 14)	<input type="checkbox"/>
Copy of latest statement(s) of your current joint account(s) (if you answered Yes at question 18)	<input type="checkbox"/>

Privacy notice

43 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

Declaration

44 I declare that:

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

I understand that:

- if submitting this document as part of a claim, the claim may not be accepted unless supporting documents are lodged at the same time as the claim. The only exception will be if I am waiting for medical evidence or other documents from a third party.
- if I am receiving a payment or benefit from Centrelink, I must notify Centrelink of any change(s) to this information **within 14 days** of the change(s) occurring.
- Centrelink can make relevant enquiries to make sure that correct entitlements are received.
- giving false or misleading information is a serious offence.

Your signature



Date (DD MM YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Next Steps

- 1 Check that you have answered all the questions that you need to.
- 2 Provide all requested information and any additional required forms.
- 3 Check you have signed and dated this form.

Returning this form

Return this form and any supporting documents:

- **online** using your Centrelink online account. For more information, go to servicesaustralia.gov.au/centrelinkuploaddocs
- by post to
Services Australia
PO Box 7802
CANBERRA BC ACT 2610
- in person at one of our service centres.