

**centrelink**

## When to use this form

Use this form to authorise Services Australia to deduct tax from your payment.

If you think you will have to pay tax this year, you can ask us to deduct tax instalments from your taxable payment. You can change or cancel this tax deduction at any time. If you are not sure of how much tax to have taken out of your taxable payment, contact the Australian Taxation Office.

The quickest way to authorise Services Australia to deduct, change or cancel tax deductions from your payment is through your Centrelink online account. If you cannot access your account, you can use this form.

A payment summary showing the amount of taxable and tax-related payments and the amount of tax deducted will be available at the end of the financial year. To find out more information about payment summaries go to [servicessaustralia.gov.au/paymentsummary](http://servicessaustralia.gov.au/paymentsummary)

Any tax deducted from your payments can only be recovered through lodgement of a tax return. If you lodge your income tax return electronically through the Australian Taxation Office's myTax system, your payment summary information should be automatically pre-filled in the Australian Taxation Office's myTax lodgement service. Copies of your payment summary should be retained by you for your tax records.

## Filling in this form

You can fill 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 complete 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.

### 1 Your Customer Reference Number (if known)

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|

### 2 Your name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

### 3 Your date of birth (DD MM YYYY)

|                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

### 4 Your contact phone number

### 5 What deduction action are you authorising on this form?

#### Tick one only

Start a new deduction  **Go to next question**

Change a current deduction  **Go to next question**

Cancel my current deduction 

Cancellations of current deductions will occur from your next available payment date.  
**Go to 7**

### 6 Tax you want taken out each fortnight.

The deduction will start from your next available payment date.

#### Tick one only

A set amount (must be whole dollars)  \$  .00 per fortnight

A percentage (%) of my payment   % per fortnight

## Privacy notice

### 7 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 [servicessaustralia.gov.au/privacy](http://servicessaustralia.gov.au/privacy)

### 8 Authorisation

I authorise Services Australia to make the nominated changes to my payment.

Your signature

Date (DD MM YYYY)

## Returning this form

Return this form:

- **online** using your Centrelink online account. For more information, go to [servicessaustralia.gov.au/centrelinkuploaddocs](http://servicessaustralia.gov.au/centrelinkuploaddocs)
- by post
- in person at one of our service centres.



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