

**centrelink**

## When to use this form



Use this form if you are a sole trader (including a subcontractor) or a partner in a partnership who has:

- commenced new employment or a new business, or
- changed your level of business activity or income from self-employment.

Do not use this form if:

- your previous year's financial statements are indicative of the current business profitability
- you are a wage or salary earner, a pieceworker, or you have been advised by Services Australia that you are in an employee/employer type relationship and you must declare your gross income
- your business operates through a private company or trust.

## How to fill in this form

To fill in this form:

1. Save this form to your computer.
2. Download Adobe Acrobat Reader – a free download if you do not already have it. Search '**Adobe Acrobat Reader**' in your search engine.
3. Use Adobe Acrobat Reader to open this form, and
4. Fill it in and save it. You do not need to sign the declaration if you fill in this form with Adobe Acrobat Reader.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.

## Return within 14 days

Return this form and copies of any supporting documents to us **within 14 days** of making a claim or a change in circumstance. If you can not do this within 14 days, you must contact us at the earliest possible date to make an arrangement.

## How to upload this form online



To upload this form and any supporting documents online:

1. Go to **my.Gov.au** then Centrelink online services. If you do not have a myGov or Centrelink online account, it is easy to create one. To create an online account, go to **servicesaustralia.gov.au/register**
2. Go to your Centrelink account and select **Upload documents** from the home page.
3. Upload your completed and saved form, and any supporting documents.

For more information about how to lodge documents online, go to **servicesaustralia.gov.au/centrelinkuploaddocs**

## Privacy notice

### 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**

## For more information

Go to **servicesaustralia.gov.au/businessincome** or **servicesaustralia.gov.au/businessypes**

Call us on **132 850**.



### Help in your language

We can translate documents you need for your claim or payment for free.

To speak to us in your language, call **131 202**.

Call charges may apply.



### Telephone Typewriter

If you have a hearing or speech impairment, you can call the **TTY service** on **1800 810 586**. A TTY phone is required to use this service.

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

--	--	--	--	--	--	--	--

**2** Your name

Family name

First given name

Second given name

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

--	--	--	--	--	--	--	--	--	--

**4** Name of your business

**5** Type of business

**6** Your contact phone number (including area code)

**7** Are you self-employed and operating your business as a sole trader?

No  Go to next question

Yes  Go to 9

**8** Do you operate the business in partnership with other people?

No  Call us on **132 850** to discuss the nature of your business and confirm if this form is needed.

Yes  Number of business partners

Your share of income

 %

Your partner's share of income

 %

**9** Read this before answering the following question.

We need to see a copy of your (and your partner's) latest personal and partnership (if applicable) income tax return(s) and supporting information, such as balance sheet, profit and loss statement and depreciation schedule.

Have you already provided copies of these documents to us?

No



You will need to provide copies of documents.

Go to next question

Yes  Go to next question

**10** Period of this statement (DD MM YYYY)

from

to

**11** Your declaration

**I declare that:**

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

**I understand that:**

- Centrelink can make relevant enquiries to make sure I receive my correct entitlement.
- giving false or misleading information is a serious offence.

I have read, understood and agree to the above.

I have completed the financial details on page 2.

Your signature (**only** required if returning by post)

Date (DD MM YYYY)

--	--	--	--	--	--	--	--

**Financial details on the next page** ▶

**Returning this form**

Return this form and copies of any supporting documents:

- online** (no signature required) using your Centrelink online account. For more information, go to [servicesaustralia.gov.au/centrelinkuploaddocs](http://servicesaustralia.gov.au/centrelinkuploaddocs)
- by post
  - Services Australia
  - Centrelink
  - Reply Paid 7800
  - Canberra BC ACT 2610



CLK0SU580 2211

## Financial details

**A Gross business income for the period of statement**

**\$ (A)**

**B Non variable expenses**

	Annual amount (for example, from tax return)	Amount for <b>period of statement</b>
Accountancy (not tax agents)	\$	\$
Depreciation able to be claimed under Division 40 of the <i>Income Tax Assessment Act 1997</i> (see tax return if available)	\$	\$
Insurance premiums (for example, business premises, public liability, sickness and accident, stock, motor vehicle)	\$	\$
Interest on money borrowed for business use	\$	\$
Levies, licence fees and government charges	\$	\$
Registration of motor vehicles less percentage of private use	\$	\$
Rent or rates less percentage of private use	\$	\$
Other (give details – provide a separate list if needed)	\$	\$
	\$	\$
<b>Subtotal</b>		<b>\$ (B)</b>

**C Variable expenses**

Amount should reflect the **period of statement** (for example, if the statement covers a 3 month period, divide an annual figure by 4).

\*Cost of goods sold in period: Opening stock at start of period plus purchases in period less closing stock at end of period.

Advertising	\$
Bank charges (on business accounts)	\$
Cost of goods sold in period – see description*	\$
Freight, cartage and travelling expenses	\$
Motor vehicle running costs (check tax pack for calculation)	\$
Hire (plant and equipment)	\$
Journals and periodicals for business use	\$
Power cost for business use	\$
Phone costs for business use	\$
Printing and stationery	\$
Materials (for example, hardware, chemicals, parts)	\$
Repairs and maintenance (unless included as part of motor vehicle expenses)	\$
Wages/salary paid	\$
Capital items (for example, tools, office equipment) – each item purchased for less than \$300	\$
Other (give details – provide a separate list if needed)	\$
	\$
<b>Subtotal</b>	<b>\$ (C)</b>

**D Total of all expenses (B) plus (C)**

**\$ (D)**

**E Net income (A) less (D)**

**Profit or Loss**

**\$**