

centrelink

Return this form online or to one of
our service centres by (DD MM YYYY)

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When to use this form



This form is used to collect information to help Services Australia make an informed decision about recovering money owing on your account.

Important information

If you owe us money you will need to pay this back. For more information, go to servicesaustralia.gov.au/owingmoney

If you have any questions or cannot return this form and any supporting documents by the return date above, call us on **1800 076 072**.

Online services



You can upload this form, with any supporting documents, online.

For more information about how to access an online account or how to lodge documents online, go to servicesaustralia.gov.au/centrelinkuploaddocs

For more information



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

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

Call charges may apply.



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

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, or
- 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



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.

About you

1 Your Customer Reference Number (if known)

2 Name

Mr Mrs Miss Ms Mx Other

Family name

First given name

3 Have you ever used or been known by any other name?

Include:

- name at birth
- name before marriage
- previous married name
- Aboriginal or skin name
- alias
- adoptive name
- foster name.

No **Go to next question**

Yes **Give details below**

1 Other name

Type of name (for example, name at birth)

2 Other name

Type of name (for example, name before marriage)

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

4 Date of birth (DD MM YYYY)

5 Address

 Postcode

6 Postal address (if different to above)

 Postcode

7 Contact details

Home phone number (including area code)

Mobile phone number

Work phone number (including area code)

8 Do you have a partner?

No **Go to 10**

Yes **Go to next question**

9 What is your partner's name and occupation?

Full name

Occupation

10 Do you have any dependent children?

No **Go to next question**

Yes **Give details below**

Number of dependants

Ages



CLK0SS245 2212

Your current situation

11 Do you currently receive any income as an employee?

No Go to next question

Yes Give details below

Employer's name/business name	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	
Phone number (including area code)	<input type="text"/>
Australian Business Number (ABN)	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

12 Do you currently receive any income from self-employment?

No Go to next question

Yes Give details below

Employer's name/business name	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	
Phone number (including area code)	<input type="text"/>
Australian Business Number (ABN)	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

13 Are you receiving superannuation?

No Go to next question

Yes Give details below

Fund name	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
Address	
<input type="text"/>	
Postcode	
Phone number (including area code)	<input type="text"/>
Amount received per fortnight/month/annually	
\$	<input type="text"/>
per	

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

14 Are you receiving compensation?

No Go to next question

Yes Give details below

Compensation payer	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
Address	
<input type="text"/>	
Postcode	
Phone number (including area code)	<input type="text"/>
Amount received per fortnight/month/annually	
\$	<input type="text"/>
per	

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

15 Provide details of your (and your partner's) income

Your income

	Amount	How often received (for example, weekly, fortnightly, monthly)
Gross pay (before tax and/or other deductions are made)	\$	
Other income (for example, board or lodgings)	\$	
Child support paid to you	\$	
Gross income from rental property	\$	
Interest on investment/shares	\$	
Centrelink payments (for example, Family Tax Benefit)	\$	
Other income	\$	
Details of other income		

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

Your partner's income

	Amount	How often received (for example, weekly, fortnightly, monthly)
Gross pay (before tax and/or other deductions are made)	\$	
Other income (for example, board or lodgings)	\$	
Child support paid to you	\$	
Gross income from rental property	\$	
Interest on investment/shares	\$	
Centrelink payments (for example, Family Tax Benefit)	\$	
Other income	\$	
Details of other income		

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

16 Provide details of your (and your partner's) deductions

Your deductions

	Amount	How often deducted (for example, weekly, fortnightly, monthly)
Tax	\$	
Superannuation	\$	
Union dues	\$	
Child support paid by you	\$	
Any other wage/salary related deductions	\$	

Your partner's deductions

	Amount	How often deducted (for example, weekly, fortnightly, monthly)
Tax	\$	
Superannuation	\$	
Union dues	\$	
Child support paid by you	\$	
Any other wage/salary related deductions	\$	

Household expenditure

17 What is the expenditure of your household?

	Amount	How often paid
Rent or mortgage	\$ <input type="text"/>	per <input type="text"/>
Council rates	\$ <input type="text"/>	per <input type="text"/>
Water and sewerage rates	\$ <input type="text"/>	per <input type="text"/>
House insurance	\$ <input type="text"/>	per <input type="text"/>
Contents insurance	\$ <input type="text"/>	per <input type="text"/>
Life insurance	\$ <input type="text"/>	per <input type="text"/>
Private health insurance	\$ <input type="text"/>	per <input type="text"/>
Electricity	\$ <input type="text"/>	per <input type="text"/>
Home telephone/internet	\$ <input type="text"/>	per <input type="text"/>
Mobile	\$ <input type="text"/>	per <input type="text"/>
Gas or other heating	\$ <input type="text"/>	per <input type="text"/>
Other expenses		
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

Household expenses

	Amount	How often paid
Groceries	\$ <input type="text"/>	per <input type="text"/>
Medical	\$ <input type="text"/>	per <input type="text"/>
Dental	\$ <input type="text"/>	per <input type="text"/>
Chemist	\$ <input type="text"/>	per <input type="text"/>
Tools/books	\$ <input type="text"/>	per <input type="text"/>
Clothing	\$ <input type="text"/>	per <input type="text"/>
Sport	\$ <input type="text"/>	per <input type="text"/>
School fees	\$ <input type="text"/>	per <input type="text"/>
Child care	\$ <input type="text"/>	per <input type="text"/>
School/casual clothing/shoes	\$ <input type="text"/>	per <input type="text"/>
Entertainment	\$ <input type="text"/>	per <input type="text"/>
Other expenses		
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

Continue to next column ►

Continued

Transport expenses

	Amount	How often paid
Car registration	\$ <input type="text"/>	per <input type="text"/>
Car insurance	\$ <input type="text"/>	per <input type="text"/>
Petrol	\$ <input type="text"/>	per <input type="text"/>
Car repairs	\$ <input type="text"/>	per <input type="text"/>
Public transport fares	\$ <input type="text"/>	per <input type="text"/>
Parking fees	\$ <input type="text"/>	per <input type="text"/>
Other expenses		
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

Regular payments

(for example, credit card repayments, hire purchase, TV hire)

1 Money owed to

For

To be finalised by (DD MM YYYY)

Balance owing	Payment	How often paid
\$ <input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

2 Money owed to

For

To be finalised by (DD MM YYYY)

Balance owing	Payment	How often paid
\$ <input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

3 Money owed to

For

To be finalised by (DD MM YYYY)

Balance owing	Payment	How often paid
\$ <input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

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

Your assets

18 Do you (and/or your partner) own houses and other real estate?

No Go to next question

Yes Give details below

1 Address of property

.....

 Postcode

Owner details
 (for example, self, joint, other) Current value

\$

Your share % Partner's share %

2 Address of property

.....

 Postcode

Owner details
 (for example, self, joint, other) Current value

\$

Your share % Partner's share %

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

19 Do you (and/or your partner) own, partly own or have a financial interest in any motor vehicles, motor cycles or trailers?

No Go to next question

Yes Give details below

1 Type of asset (for example, car) Make (for example, Ford)

.....

Model (for example, Focus) Year

.....

Current value Balance of loan(s) taken to purchase

\$ \$

Your share % Partner's share %

Continued

2 Type of asset (for example, car) Make (for example, Holden)

.....

Model (for example, Astra) Year

.....

Current value Balance of loan(s) taken to purchase

\$ \$

Your share % Partner's share %

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

20 Do you (and/or your partner) own, partly own or have a financial interest in any boats or caravans/motor homes?

Do not include a boat or caravan that is your principal home.

No Go to next question

Yes Give details below

1 Type of asset (for example, boat) Make (for example, Quintrex)

.....

Model (for example, Coastrunner) Year

.....

Current value Balance of loan(s) taken to purchase

\$ \$

Your share % Partner's share %

2 Type of asset (for example, caravan) Make (for example, Jayco)

.....

Model (for example, Heritage) Year

.....

Current value Balance of loan(s) taken to purchase

\$ \$

Your share % Partner's share %


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

21 Give details below of all accounts held by you (and/or your partner) in banks, building societies or credit unions.

Include savings accounts, cheque accounts, term deposits, joint accounts, accounts you hold in trust or under any other name, or money held in church or charitable development funds.

Accounts and term deposits outside Australia should be included, with the current balance in the currency in which it is invested. We will convert this to Australian dollars.

Do not include shares, managed investments or an account used exclusively for funding from the National Disability Insurance Scheme.

 Provide evidence from your financial institution that shows your current account balance, BSB code, account number and account holder name(s) for each account held. Copies can be provided. ATM slips are not acceptable.

1 Name of bank, building society or credit union

Account number (this may not be your card number)

Current balance of account \$

Currency if not AUD

Your share % Partner's share %

2 Name of bank, building society or credit union

Account number (this may not be your card number)

Current balance of account \$

Currency if not AUD

Your share % Partner's share %

3 Name of bank, building society or credit union

Account number (this may not be your card number)

Current balance of account \$

Currency if not AUD

Your share % Partner's share %

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

22 Do you (and/or your partner) have any bonds or debentures?

Bonds refer to government and semi-government bonds.

Include:


- investments in and/or outside Australia.

Bonds or debentures outside Australia should be included, with the current balance in the currency in which it is invested. We will convert this to Australian dollars.

Do not include:

- friendly society bonds, funeral bonds or life insurance bonds
- accommodation bonds for residing in an aged care facility.

No  Go to next question

Yes  Give details below

 Provide a document which give details for each bond or debenture.

1 Name of company

Type of investment

Current amount invested \$ Currency if not AUD

Your share % Partner's share %

2 Name of company

Type of investment

Current amount invested \$ Currency if not AUD

Your share % Partner's share %

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


23 Do you (and/or your partner) have money on loan to another person or organisation?

Include all loans, whether they are made to family members, other people or organisations or trusts.

Do not include loans to get accommodation in a hostel.

No Go to next question

Yes Give details below

 Provide a document which give details for each loan (if available).

1 Who did you lend the money to?

Date lent (DD MM YYYY)

Amount lent

\$

Current balance on loan

\$

Lent by you %

Lent by your partner %

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

24 Do you (and/or your partner) have money owed to you (for example, tax refund, insurance payment, personal loan)?

No Go to next question

Yes Give details below

1 Name of person or institution/business

Address

.....

 Postcode

Expected pay date (DD MM YYYY)

Amount \$

2 Name of person or institution/business

Address

.....

 Postcode

Expected pay date (DD MM YYYY)

Amount \$

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

25 Are you (and/or your partner) receiving or expecting to receive any compensation payments?

No Go to next question

Yes Give details below

1 Insurance company/employer involved

Claim reference number

Actual or expected pay date (DD MM YYYY)

Amount \$

2 Insurance company/employer involved

Claim reference number

Actual or expected pay date (DD MM YYYY)

Amount \$

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

Your offer to repay

26 Indicate what your offer is to repay

Make your payment on the date you indicate and we will advise you if the offer is accepted.

Offer A – Lump sum and instalments Give details below

I offer to pay a lump sum amount of \$
 by (DD MM YYYY)
 and then pay \$
 every (for example, week, fortnight)
 I will start paying on (DD MM YYYY)

Offer B – Instalments Give details below

I offer to pay \$
 every (for example, week, fortnight)
 I will start paying on (DD MM YYYY)

Permission to enquire

27 Who should we contact if we require more details about your answers on this **Financial Information (SS245)** form?

Myself

My partner **Go to 29**

My nominee

My accountant/financial adviser or other person **Go to next question**

28 Give contact details of the accountant/financial adviser/other person.

Full name

Address

Postcode

Phone number (including area code)

Checklist

29 Which of the following documents are you (and/or your partner) providing with this form?

Where you are asked to supply documents, provide original documents. In some circumstances, copies may be accepted as detailed in the below checklist.

If you are not sure, check the question to see if you should provide the documents.

	Tick all that apply
Copy of statement from each financial institution that shows your current account balance, BSB code, account number and account holder name(s), for each account (See question 21)	<input type="checkbox"/>
Documents which give details for each bond or debenture (If you answered Yes at question 22)	<input type="checkbox"/>
Documents which give details for each loan (If you answered Yes at question 23)	<input type="checkbox"/>

Privacy notice

30 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

31 I declare that:

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

I understand that:

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

Your signature

Date (DD MM YYYY)

Returning this form

Check that all required questions are answered and that the form is signed and dated.

Return this form and any supporting documents to us by the return date on page 1 of the **Notes**. If you cannot do this, call us on **1800 076 072**.

You can 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
Debt Recovery Team
PO Box 7900
CANBERRA BC ACT 2610
- in person at one of our service centres.