

Statement of financial details for debt repayment (CS4645)

When to use this form



Use this form to provide a statement of your financial details so that Services Australia can work out a payment arrangement for you to pay your overdue child support as soon as possible. It is important that you provide full details of your income, expenses, assets and liabilities to help us work out the most suitable debt repayment amount. We may ask for evidence to support the information you provide.

Important information

You should start paying what you can immediately to reduce your debt while we work out if the repayment amount you offer is suitable for your situation.

Online account



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 Child Support to it.

Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader, or you can print 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.

For more information



Go to servicesaustralia.gov.au/childsupport or call us on 131 272.

Information in your language

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

To speak to us in your language, call **131 272**.



Hearing and speech assistance

If you have a hearing or speech impairment, you can use:

- the National Relay Service **1800 555 660**, or
- our TTY service on **1800 810 586**. You need a TTY phone to use this service.

For more information about help with communication, go to servicesaustralia.gov.au and search 'other support and advice'.

Your details

1 Your Customer Reference Number (if known)

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2 Your name

Family name

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First given name

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Second given name

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3 Your date of birth (DD MM YYYY)

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4 Your permanent address

Postcode

5 Your postal address (if different to above)

Postcode

6 Your contact details

Your contact phone number (including area code)

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Email

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7 Have you tried to borrow money to pay your outstanding child support?

No ☐ Give reason below

Yes ☐ Give details of who you contacted, on which date, and the outcome.

1 Who did you contact?

Financial institution ☐ Name of financial institution

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Financial institution ☐ Name of financial institution

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Reason contacted

☐ Get a loan

☐ Get a credit card

☐ Redraw or refinance

Date contacted (DD MM YYYY)

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Outcome

2 Who did you contact?

☐ Friend

☐ Family

☐ Other (for example, request refinance mortgage)

Date contacted (DD MM YYYY)

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Outcome

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



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Your employment details

8 Are you employed on salary or wages, or for labour hire?

No ☐ Go to next question

Yes ☐ Give details below

Full time ☐

Part time ☐

Casual ☐

Your occupation or trade

Name of employer

Address of employer

Postcode

Employers phone number (including area code)

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Employers Australian Business Number (ABN) (if known)

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Employers business/trading name

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

9 Are you a non-salary wage earner? (for example, self-employed as a sole trader or in a partnership, director or shareholder in a company, trustee of a trust)

No ☐ Go to next question

Yes ☐ Give details below

Australian Business Number (ABN)

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Trading name

Industry type

If you are a non-salary wage earner of multiple businesses, companies or trusts, provide a separate sheet with details.

Your income details

10 Give the **gross income** amount (income you earned before tax) for each item, even if it is zero.

Show the total amount per week, fortnight, month or year.

Salary or wage

(including allowances and commissions)

\$ per

Business income

(including personal income derived from self-employment)

\$ per

Periodical payments given as gifts or allowances

\$ per

Reportable fringe benefits

\$ per

Government payments

(including Centrelink and Department of Veterans' Affairs income support payments. **Do not include** Family Tax Benefits and any payments from National Disability Insurance Scheme)

\$ per

Superannuation payments

\$ per

Rental income

\$ per

Interest and dividends

(including any income you receive from cash deposits, shares, managed investments)

\$ per

Trust distribution

\$ per

Director's fees

\$ per

Targeted foreign income

(including any income you receive from outside Australia)

\$ per

Partnership distribution

\$ per

Any other income

\$ per

Give details of this income (including royalties or any other income not listed above)

11 Have you received any **lump sum payment** (including an inheritance, lump sum gift, windfall) in the last 12 months?

No ☐ Go to next question

Yes ☐ Give details below

Termination payments

Gross (before tax)	Payment date (DD MM YYYY)
\$ <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Redundancy payments

Gross (before tax)	Payment date (DD MM YYYY)
\$ <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Capital gains

Gross (before tax)	Payment date (DD MM YYYY)
\$ <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Lump sum superannuation payments

Gross (before tax)	Payment date (DD MM YYYY)
\$ <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Compensation or rehabilitation payments

Gross (before tax)	Payment date (DD MM YYYY)
\$ <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Other lump sum payments

Gross (before tax)	Payment date (DD MM YYYY)
\$ <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Your expenses

12 Do you have other adults living in the household?

No ☐

Yes ☐

13 What share of the household expenses do you pay?

Complete your share below.

%

Complete the total amount of your share of the expenses per week, fortnight, month or year.

Do not include expenses that are related to the operation of a business.
If your expenses are shared, only provide the amount you need to pay (for example you contribute 50 per cent towards the cost of electricity). The electricity bill averages \$100 per month, so your share will be \$50 per month.

Living costs

Rent	\$ <input type="text"/> per <input type="text"/>
Food	\$ <input type="text"/> per <input type="text"/>
Medical	\$ <input type="text"/> per <input type="text"/>
Children's education	\$ <input type="text"/> per <input type="text"/>

Utilities

Electricity	\$ <input type="text"/> per <input type="text"/>
Gas	\$ <input type="text"/> per <input type="text"/>
Water	\$ <input type="text"/> per <input type="text"/>
Phone	\$ <input type="text"/> per <input type="text"/>
Internet	\$ <input type="text"/> per <input type="text"/>
Rates	\$ <input type="text"/> per <input type="text"/>

Transport costs

Public transport	\$ <input type="text"/> per <input type="text"/>
Fuel	\$ <input type="text"/> per <input type="text"/>
Registration	\$ <input type="text"/> per <input type="text"/>
Car service/maintenance	\$ <input type="text"/> per <input type="text"/>

Other

Give details of this expense below

\$ per

Your liabilities

14 What are your current **debt repayments**?

Complete the amount for each item that applies to you. Show the total amount per week, fortnight, month or year.

Type of debt	Repayment amount (minimum repayment)	Frequency	Loan provider	Total owing (current balance)
Mortgage (family home)	\$			\$
Car lease/loan(s)	\$			\$
Personal loan(s)	\$			\$
Investment loan(s)	\$			\$
Credit card(s)	\$			\$
Taxation debt	\$			\$
Centrelink debt	\$			\$
Other				
	\$			\$
	\$			\$
	\$			\$

Your assets

- 15** Do you own, partly own or have a financial interest in any property assets?

No ☐ Go to next question

Yes ☐ Give details below

1 Type of property (for example family home)

Address of property

Postcode

Joint ownership?

No ☐

Yes ☐ Your share

 %

Is the property mortgaged?

No ☐

Yes ☐ Provide the name of the financial institution

2 Type of property (for example investment property)

Address of property

Postcode

Joint ownership?

No ☐

Yes ☐ Your share

 %

Is the property mortgaged?

No ☐

Yes ☐ Provide the name of the financial institution

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

- 16** Do you own, partly own or have a financial interest in any motor vehicles, motorcycles, boats, trailers, caravans, or motor homes?

No ☐ Go to next question

Yes ☐ Give details below

1 Type of asset (for example car)

Current market value

 \$

Joint ownership?

No ☐

Yes ☐ Your share

 %

Is there a loan attached to this asset?

No ☐

Yes ☐ Provide the name of the financial institution

2 Type of asset (for example car)

Current market value

 \$

Joint ownership?

No ☐

Yes ☐ Your share

 %

Is there a loan attached to this asset?

No ☐

Yes ☐ Provide the name of the financial institution

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

- 17** Do you have any assets for sale?

No ☐ Go to 18

Yes ☐ Give details below

Asset(s) for sale

Estimated value of asset(s) for sale

18 List your bank accounts

Do not include an account used only for funding from the National Disability Insurance Scheme.

1 Type of account (for example savings account)

Name of financial institution

Available balance

\$

Joint ownership?

No ☐

Yes ☐ Your share

%

2 Type of account (for example savings account)

Name of financial institution

Available balance

\$

Joint ownership?

No ☐

Yes ☐ Your share

%

3 Type of account (for example savings account)

Name of financial institution

Available balance

\$

Joint ownership?

No ☐

Yes ☐ Your share

%

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

19 Do you own, partly own or have a financial interest in any shares, bonds or other investments?

No ☐ Go to next question

Yes ☐ Give details below

1 Type of investment

Name of company

Value of investment

Joint ownership?

No ☐

Yes ☐ Your share

%

2 Type of investment

Name of company

Value of investment

Joint ownership?

No ☐

Yes ☐ Your share

%

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

20 Do you have any superannuation that you can access now?

No ☐ Go to next question

Yes ☐ Give details below

1 Name of institution or company

Policy number

Non-preserved amount

\$

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

Your payment offer

21 Read this before making your payment offer.

You must have capacity to pay the amount you offer and try to repay the debt in the shortest possible time.

We will consider your payment offer and work out if the amount is suitable. In the meantime, you should start paying what you can immediately to reduce your debt.

Will you make an immediate/lump sum payment?

No ☐ Go to next question

Yes ☐ Give details below

Payment amount

\$

Date payment will be made (DD MM YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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22 What is your proposed regular payment amount?

Payment amount per week, fortnight or month

\$ per

Date your regular payment will start from (DD MM YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Privacy notice

23 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/privacypolicy

Declaration

24 I declare that:

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

I understand that:

- the payment amount I am offering will be in addition to paying my ongoing child support amount.
- giving false or misleading information is a serious offence.

☐ I have read, understood and agree to the above.

Date (DD MM YYYY) (you **must** date this declaration)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your signature (**only** required if returning by post or fax)



Next steps

- We will consider the information provided to help us work out the most suitable debt repayment amount.
- We will call you as soon as possible to discuss your hardship application. We may request further information or evidence to take into account the expenses listed in your hardship application.
- It is important you are available to speak to us to progress your hardship application.
- Tax refunds will still be intercepted to recover the debt in the shortest possible time.

Returning this form

Return this form and a copy of any supporting documents:

- online** (no signature required), sign in to your Child Support online account or Express Plus Child Support mobile app and upload by selecting Upload documents. Select document type 'Proof of hardship/expenses form'.
- by post (signature required) to
Services Australia
Child Support
GPO Box 9815
MELBOURNE VIC 3001
- by fax (signature required) to 1300 309 949

You should keep a copy of this form for your records.