

**IMPORTANT:** A person who **knowingly** or **recklessly** omits anything which makes a statement misleading, or makes a statement that is false or misleading, is guilty of a criminal offence. This carries a maximum penalty of 12 months imprisonment (*Criminal Code Act 1995*).



Before you complete this form, call the Australian Government Department of Human Services on **131 272**.

We can discuss if this form is the right choice for you – there may be a quicker and simpler option.

## When to use this form



Use this form if you, as a parent or non-parent carer, have special circumstances to take into account for your child support assessment. If you have more than one child support case, you must lodge a **separate** application for each case you want to change.

You can only apply for a change of assessment for a child(ren) where the assessment for that child(ren) has not ended.

Your application or response should not include statements or evidence from the child(ren) in your case or information that has been illegally obtained. If you do provide such information, it **will not** be accepted.

A properly completed change of assessment application must not include obscene or offensive material. If we receive a form that includes offensive material, the application **will not** be accepted.

There are 10 reasons you can apply under to change your assessment.

For more information, see **Part C** at the end of this form.

**Step 1** Complete **Part A** and **Part B**.

**Please use black or blue pen.**

Print in BLOCK LETTERS.

Where you see a box like this  **Go to 5** skip to the question number shown. You do not need to answer the questions in between.

**Step 2** Sign and date the Statement at the end of **Part B**.

**Step 3** Make sure you provide appropriate evidence that supports the reason(s) you are applying for. If this form is not signed, is incomplete or missing information, it could result in delays to your assessment, or it may be returned to you.

## Online services



You can access your Child Support online account through myGov. myGov is a fast and 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 it to your Child Support online account.

## For more information



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

We can translate documents you need for this assessment for free.

To speak to us in other languages, call **131 450**.

**Note:** Call charges may apply.



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



# Application to change your assessment Special Circumstances Part B

**IMPORTANT:** A copy of this page **WILL** be given to the other party. Remove any personal details you do not want the other party to see from the evidence you send us. You must seek permission from any third party before giving us their information.

## Case details

### 1 Your name

Family name

First given name

Second given name

### 2 Your occupation

### 3 Other party's name

Family name

First given name

Second given name


### 4 Names of the child(ren) in the assessment


### 5 Under which reason(s) are you applying to change your assessment?

For more information about the 10 reasons and evidence you need to give us with your application, refer to **Part C** at the end of this form.

**You must tick at LEAST ONE box to be eligible to apply**

<b>Reason 1</b> – The costs of spending time with or communicating with the child(ren) are more than 5 per cent of my adjusted taxable income amount	<input type="checkbox"/>
<b>Reason 2</b> – The child(ren) has special needs	<input type="checkbox"/>
<b>Reason 3</b> – There are extra costs in caring for, educating or training the child(ren) in the way both parents intended	<input type="checkbox"/>
<b>Reason 4</b> – The child(ren) has income, an earning capacity, property and/or financial resources	<input type="checkbox"/>
<b>Reason 5</b> – I have provided money, goods or property for the benefit of the child(ren)	<input type="checkbox"/>
<b>Reason 6</b> – The costs of child care for the child(ren) under 12 years of age has changed	<input type="checkbox"/>
<b>Reason 7</b> – I have out of the ordinary, necessary expenses to support myself	<input type="checkbox"/>
<b>Reason 8A</b> – The assessment does not correctly reflect one or both parent's income, property, and/or financial resources	<input type="checkbox"/>
<b>Reason 8B</b> – The assessment does not correctly reflect one or both parent's earning capacity	<input type="checkbox"/>
<b>Reason 9</b> – I have a duty to support another person	<input type="checkbox"/>
<b>Reason 10</b> – I have a responsibility to support a resident child(ren)	<input type="checkbox"/>

 You must provide copies of relevant evidence to support this application. Call us if you are not sure about any information or documents you want to provide.



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**Your INCOME details**

Your income and financial resources must be reviewed to work out whether a change to your assessment is fair.

**11** Give details of any **income** you receive.

Complete the gross income amount (income you earned before tax) **OR** the net income amount (income you earned after tax) for each item that applies to you. Show the total amount per week, fortnight, month or year, including any one-off or irregular payments.

Income type	Gross (before tax)	OR	Net (after tax)
<b>Salary or wage</b> (including allowances)	\$ per		\$ per
<b>Business income</b> (including personal income derived from self-employment)	\$ per		\$ per
<b>Termination payments</b> (including payments made into superannuation on termination)	\$		\$
<b>Government payments</b> (including Centrelink and Department of Veterans' Affairs income support payments. <b>Do NOT include</b> Family Tax Benefit and any payments from the National Disability Insurance Scheme.)	\$ per		\$ per
<b>Interest and dividends</b> (including any income you receive from cash deposits, shares, managed investments)	\$ per		\$ per
<b>Rental property income</b>	\$ per		\$ per
<b>Sale of property</b>	\$		\$
<b>Compensation or rehabilitation payments</b> (including lump sum payments)	\$ per		\$ per
<b>Superannuation payments</b> (Do <b>NOT</b> include amounts released as part of the First Home Super Saver Scheme)	\$ per		\$ per
<b>Periodical payments by way of gift or allowances</b>	\$ per		\$ per
<b>Reportable fringe benefits</b> Salary sacrifice or salary packaging includes any benefit received as part of earned income but not as a wage or salary (e.g. novated lease, use of a car as part of a salary package).	\$ per		\$ per
<b>Target foreign income</b> (including any income you receive from outside Australia)	\$ per		\$ per
<b>Partnership distribution</b>	\$ per		\$ per
<b>Trust distribution – Give the name of trust</b>  	\$ per		\$ per
<b>Other income – Give details of this income</b> (including royalties and any other income not listed above)  	\$ per		\$ per



Attach copies of documents including recent payslip(s) to verify your income. If you are self-employed, attach your most recent business financial statements.

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**Your EXPENSES and DEBTS**

**12** Give details of your current **personal expenses** – we may ask you to provide evidence.

If your expenses are shared, only provide the amount of those expenses that are incurred by you. 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.

**Do NOT include** expenses that are related to the operation of a business, company or trust.

	<b>How often each expense is paid</b> (e.g. per fortnight, month or year)	<b>Amount owing</b> Current balance	Limit
<b>Debts – give the minimum payment required</b>			
Credit Card(s)	\$ per	\$	\$
Overdraft(s)	\$ per	\$	\$
Mortgage repayment	\$ per	\$	
Personal loan(s)	\$ per	\$	
Investment loan(s)	\$ per	\$	
<b>Other – Give details below</b> (e.g. Centrelink, taxation)			
	\$ per	\$	
<b>Living costs</b>			
Rent/board	\$ per		
Rates (e.g. council, water)	\$ per		
Food	\$ per		
Clothing	\$ per		
Personal	\$ per		
Medical insurance/bills	\$ per		
Education expenses	\$ per		
<b>Utilities</b>			
Electricity	\$ per		
Phone	\$ per		
Internet	\$ per		
Gas	\$ per		
<b>Transport costs</b>			
Fares	\$ per		
Fuel	\$ per		
Vehicle registration	\$ per		
Insurance	\$ per		
Other running expenses	\$ per		
<b>Other personal expenses – Give details below</b>			
	\$ per		

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**Your ASSETS (what you own)**

**13** Give details of **all accounts** held by you 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.

**Do NOT include** an account used exclusively for funding from the National Disability Insurance Scheme.



Attach a copy of the statement for each account.

Type of account (e.g. savings account)	Name of bank, building society or credit union	Balance	Your share
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

If you have more than four accounts, attach a separate sheet with details.

**14** Do you own or partly own any shares, bonds or other investments?

No  Go to next question

Yes  Give details below



Attach a copy of the policy document and latest statement for each investment.

Type of investment	Name of company	Current amount invested	Your share
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

If you have more than two investments, attach a separate sheet with details.

**15** Do you have a life insurance policy that includes a savings or investment component?

No  Go to next question

Yes  Give details below

Name of insurance company	Policy number	Surrender value
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

If you have more than one life insurance policy, attach a separate sheet with details.

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**16** Do you own or partly own any real estate?

No  Go to next question

Yes  Give details below



Attach a copy of the rates notice and latest loan statement (if applicable).

Type of property (e.g. family home, investment property)	Address of property	Current market value	Your share
<input type="text"/>	<input type="text"/> Postcode	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> Postcode	\$ <input type="text"/>	<input type="text"/> %

If you have more than two properties, attach a separate sheet with details.

**17** Do you own or partly own any motor vehicles, motor cycles, trailers, boats, caravans or motor homes?

No  Go to next question

Yes  Give details below



Attach a copy of the latest loan statement (if applicable).

Type of asset (e.g. car)	Make/Model (e.g. Ford Focus)	Current market value	Your share
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

If you have more than four assets, attach a separate sheet with details.

**18** Do you have any **other** assets you have not already advised us about in this form?

No  Go to next question

Yes  Give details below



Attach a copy of the latest loan statement (if applicable).

Type of asset	Description	Current market value	Your share
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

If you have more than two other assets, attach a separate sheet with details.





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## Checklist (what to give us)

**22** Which of the following documents and other attachments are you providing with this form?

**IMPORTANT:** Make sure you give us copies of any documents otherwise your application may be delayed. Original documents may not be returned.

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

	<i>Tick ALL that apply</i>
A copy of supporting evidence for this application <i>(for all reasons ticked at <b>question 5</b>)</i>	<input type="checkbox"/>
A copy of supporting documents including recent payslip(s) to verify your income. If you are self-employed, attach your most recent business financial statements <i>(for all income listed at <b>question 11</b>)</i>	<input type="checkbox"/>
A copy of the statement for each account <i>(for all account(s) listed at <b>question 13</b>)</i>	<input type="checkbox"/>
A copy of the policy document and latest statement for each investment <i>(if you answered Yes at <b>question 14</b>)</i>	<input type="checkbox"/>
A copy of documents (e.g. rates notice, loan statement) <i>(if you answered Yes at <b>question 16</b>)</i>	<input type="checkbox"/>
A copy of documents (e.g. loan statement) <i>(if you answered Yes at <b>question 17</b>)</i>	<input type="checkbox"/>

## Obligations

### You must read this

#### **23 Privacy and your personal information**

Your personal information is protected by law (including the *Privacy Act 1988*) and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information about the way in which the department will manage your personal information, including our privacy policy, at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy)

### Statement

#### **24 I declare that:**

- the information I have provided in this form is complete and correct.
- any personal information about a third party is provided with the knowledge of that third party.
- I have explained to the third party that:
  - the Australian Government Department of Human Services collects and may use their personal information for the purposes of my child support assessment, **and**
  - the personal information contained in this form or any attachments will be sent to both the Australian Government Department of Human Services and the other party (parent and/or non-parent carer) to my child support case.

#### **I understand that:**

- giving false or misleading information is a serious offence.

Your signature

Date

/ /

#### **Returning your form**

Send **Part A** and **Part B** and a copy of all supporting documents:

- **online** – scan this form and all documents.  
Go to [humanservices.gov.au](http://humanservices.gov.au) and search for 'Submit your Child Support documents online'.
- by fax **1300 309 949**
- by post **Department of Human Services  
Child Support  
GPO Box 9815  
MELBOURNE VIC 3001**

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

## IMPORTANT: Applying for a change of assessment

- **You cannot be represented by a solicitor or another person for the change of assessment process.** While an authorised representative may make simple enquiries on your behalf or explain certain limited information, they cannot act on your behalf during this process.
- An un-edited copy of **Part B** and all supporting documents will be sent to the other party. The term 'other party' includes non-parent carers, where applicable.
- The other party has the opportunity to respond to the application and make their own cross application.
- If the other party responds and/or makes a cross application, you will receive a copy of the response and/or cross application and any supporting documents. You will be given the opportunity to respond.
- We will attempt to talk to both parties about the application and make a decision. Documents cannot be exchanged after a change of assessment decision has been made. If you require copies of documents after this time, you must make a request under the Freedom of Information Act.
- A written copy of this decision will be sent to both parties.
- For more information about the change of assessment in special circumstances, go to [humanservices.gov.au/cschangeofassessment](http://humanservices.gov.au/cschangeofassessment)

## Reason 1

**The costs of spending time with or communicating with the child(ren) is more than 5 per cent of your adjusted taxable income amount.**

These costs might include transport, accommodation and phone calls but do not include things such as food, clothing or entertainment. If you care for the child(ren) at least 52 nights a year, travel is the only cost that we can consider under reason 1. This is because we already include the costs in the formula we used to work out your assessment.

*Example 1:* You have the child for four weeks at Christmas and you have to pay the cost of travelling to visit and for accommodation for both of you. You also ring and email regularly. You may be able to claim costs for travel, accommodation, phone and internet.

*Example 2:* You have the children two nights a week but you have to travel a long distance to spend this time with them. You may be able to claim travel costs.

Evidence you can show us:

- a court order or parenting plan
- receipts for expenses such as airfares, accommodation or petrol
- an estimate of future costs.

## Reason 2

**The child(ren) has special needs.**

If the child(ren) has special needs, you might incur out of the ordinary costs in meeting those needs. Special needs could include physical and/or mental health issues, learning difficulty/disability, impairment, unusual condition, and/or special talents, which are out of the ordinary. Only claim actual costs after deducting rebates, refunds, allowances and any payments you receive from Medicare, your insurer or the National Disability Insurance Scheme.

You cannot claim normal day to day expenses like food, clothing or medical care.

*Example 1:* The child needs orthodontic work and this means you have additional expenses.

*Example 2:* The child has a disability and there are high costs associated with this.

Evidence you can show us:

- medical evidence about the child's condition, treatment and what it costs
- receipts, for example, Medicare or pharmacy summary and rebate details
- an estimate of future costs.

### Reason 3

**There are extra costs in caring for, educating or training the child(ren) in the way both parents intended.**

Both parents must have intended for the child(ren) to be cared for, educated or trained in a particular way.

*Example:* Both parents planned for the child to attend a private school.

Evidence you can show us:

- school application or enrolment forms signed by both parents
- school fee statement or invoice and receipts
- a parenting plan, court order or other evidence of what you both planned.

### Reason 4

**The child(ren) has income, an earning capacity, property and/or financial resources.**

The financial resource(s) of a child must be sufficient to reduce the need for parental support. This cannot include any Centrelink income support payments.

*Example 1:* The child is working and earning a full time income.

*Example 2:* The child is working and earning a full time income or an income that exceeds the maximum rate of youth allowance.

Evidence you can show us:

- a payslip, or the name of the employer for the child
- other evidence showing the income of the child.

If you do not have evidence, you can tell us how you know the child is earning an income or has other financial resources.

### Reason 5

**You have provided money, goods or property for the benefit of the child(ren).**

You can only claim payments that have been made for the benefit of the child(ren) in addition to the child support assessment.

*Example:* You are paying the whole of the mortgage on the house where the child(ren) live until property settlement has occurred.

Evidence you can show us:

- court orders or agreements showing a transfer of money, goods or property specifically for the benefit of the child(ren)
- receipts showing payments you have made to third parties specifically for the benefit of the child(ren).

Call us on **131 272** to discuss any payments you have made directly to the other party or to a third party for the benefit of the child(ren). You may be eligible for immediate recognition of these payments.

### Reason 6

**The costs of child care for child(ren) under 12 years of age.**

This applies to children of the assessment only. The costs must be:

- more than 5 per cent of your adjusted taxable income if you are a parent, **or**
- at least 25 per cent of the costs of the child(ren) if you are a non-parent carer.

Both these amounts are on your assessment notice.

You can only claim actual costs after getting any rebates, refunds or other assistance.

*Example:* You have high child care expenses.

Evidence you can show us:

- receipts for childcare payments
- statements of rebates, benefits and government support
- enrolment forms.

## Reason 7

You have out of the ordinary necessary expenses to support yourself.

You must tell us:

- why the costs are necessary, **and**
- what makes them special.

*Example:* You have high personal medical expenses.

Evidence you can show us:

- documents confirming your income such as payslips
- receipts for out of ordinary medical costs
- medical report or certificate from a medical practitioner to confirm the existence of a condition
- proposed treatment plan, costs, payment plan and applicable health rebates, including evidence of any payments you receive under the National Disability Insurance Scheme.

## Reason 8

You may apply under either A or B or both

**A – The assessment does not correctly reflect one or both parent’s income, property and/or financial resources.**

*Example 1:* The income of one parent is significantly higher or lower than that used in the child support assessment.

*Example 2:* The other parent has significant financial resources which are not taken into account in the child support assessment.

*Example 3:* The other parent works for themselves and the adjusted taxable income does not reflect their actual financial resources.

Evidence you can show us:

- payslips
- profit and loss statements, balance sheets, depreciation schedule.

If your income has **dropped by 15 per cent or more**, you may be able to give us an income estimate instead. Call us on **131 272** to discuss.

**B – The assessment does not correctly reflect one or both parent’s capacity to earn an income.**

You can apply if the child support assessment is adversely affected because the income amount used for the other parent does not reflect their greater earning capacity. The other parent may be deliberately not earning income despite ample opportunity to do so, or may have significantly reduced their income, and this is not justified by their caring responsibilities, state of health or another reason unrelated to child support.

*Example 1:* The other parent has reduced their working hours from full-time to part-time to minimise the amount of child support they pay.

*Example 2:* The other parent has ceased employment because they do not want to pay child support.

Evidence you can show us:

- documents showing that a party has demonstrated experience, skills or qualifications in a trade, profession or field of expertise
- documents showing job opportunities in the party’s trade, profession or field of expertise
- documents showing that a party’s decisions regarding employment do not relate to their caring responsibilities or state of health.

## Reason 9

**You have a duty to support another person.**

Your capacity to support a child(ren) of the assessment is significantly reduced because of:

- your duty to support another person or a child(ren) not of the assessment
- the special needs of that person or child(ren).

You may be supporting another child, paying spousal maintenance or supporting a partner living with you who cannot support themselves.

If the child is already included in your assessment as a relevant dependent child, this reason cannot apply unless they have special needs.

*Example:* Your current partner is financially dependent on you because they are unable to support themselves due to a medical condition.

Evidence you can show us:

- court orders
- proof of payments made to support that person
- information on why they cannot support themselves.

## Reason 10

**You have a responsibility to support a resident child.**

You may have re-partnered and have a step child(ren) who you are supporting. This can only be considered where your step child(ren)'s parents are unable to financially support them.

A child is a **resident child** if they:

- are aged under 18 years
- are not a member of a couple
- are not legally your child
- live with you most of the time
- are the child of your partner who has been living with you for two years in a row, and the child's legal parents are unable to support the child.

*Example:* You have a responsibility to support your step child(ren) because your partner is unwell and unable to work and the child(ren)'s other parent has passed away.

Evidence you can show us:

- that the legal parents cannot support the child
- information about the child's need for financial help.