

### When to use this form



Use this form to provide a statement of your financial details so that Services Australia can determine if your child support assessment should be changed. It is important that you provide full details of your income, expenses, assets and liabilities to help us review your assessment.

### 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](https://my.gov.au) and link it to your Child Support online account.

### Filling in this form

#### Step 1 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. You do not need to answer the questions in between.

#### Step 2 Sign and date the Declaration on page 14.

#### Step 3 Make sure you provide appropriate evidence with your assessment. If this form is not signed, is incomplete or missing information, it could result in delays, or it may be returned to you.

### For more information



Go to [servicesaustralia.gov.au/individuals/child-support](https://servicesaustralia.gov.au/individuals/child-support) 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.

## Your details

**1** Your Child Support Reference Number

-  -  -

**2** Your name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

**3** Your date of birth

/  /

**4** Your permanent address

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Postcode

**5** Your postal address (if different to above)

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Postcode

**6** Your contact details

Home phone number  (  )

Mobile phone number

Work phone number  (  )

Email

**7** Do you have a spouse or partner living with you?

No  **Go to 10**

Yes  **Go to next question**

**8** Your spouse or partner's name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

**9** Is your spouse or partner employed?

No

Yes – Part time

Yes – Full time

**10** Do you have dependent children living with you?

A dependent child for child support purposes is a child you have a legal duty to maintain. This can be either a biological or an adopted child.

No  Go to next question

Yes  Give details below

**1** Family name

First given name

Second given name

Date of birth  
 /  /

**2** Family name

First given name

Second given name

Date of birth  
 /  /

**3** Family name

First given name

Second given name

Date of birth  
 /  /

If you have more than 3 dependent children, provide a separate sheet with details.

**Your employment details**

**11** Are you employed?

No  Go to 14

Yes  Give details below

Full time

Part time

Casual

**12** Are you employed on salary or wages?

No  Go to next question

Yes  Give details below

Your occupation or trade

Name of employer

Address of employer  
  
  
 Postcode

Employer's phone number  
 (  )

Employer's Australian Business Number (ABN) (if known)  
 -  -  -

Employer's business/trading name

If you have more than 1 employer, provide a separate sheet with details.

**13** Are you employed for labour hire?

No  Go to next question

Yes  Give details below

Name of company

Australian Business Number (ABN) (if known)

 -  -  - 

Employer's industry

Gross income

\$

This amount covers the period

 /  /  to /  / 

Start date of contract

 /  / 

End date of contract

 /  / 

If you are employed by more than 1 labour hire company, provide a separate sheet with details.

**14** Are you a sole trader?

No  Go to next question

Yes  Give details below

Australian Business Number (ABN)

 -  -  - 

Trading name

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Industry type

If you are a sole trader of multiple businesses, provide a separate sheet with details.

**15** Are you a director of a company?

No  Go to next question

Yes  Give details below

Australian Business Number (ABN)

 -  -  - 

Trading name

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Other director's name(s)

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Industry type

If you are a director of multiple companies, provide a separate sheet with details.

**16** Are you a shareholder of a private company?

No  Go to next question

Yes  Give details below

Australian Business Number (ABN)

 -  -  - 

Number of shareholders

Number of shares held by you

Total available shares in company

If you are a shareholder to multiple private companies, provide a separate sheet with details.

**17** Are you a trustee of a trust?

No  Go to next question

Yes  Give details below

Australian Business Number (ABN)

-  -  -

Trust name

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Number of trustees

Beneficiaries to the trust

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If you are a trustee to multiple trusts, provide a separate sheet with details.

**18** Are you a partner of a partnership?

No  Go to next question

Yes  Give details below

Australian Business Number (ABN)

-  -  -

Trading name

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Partner's name(s)

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Industry type

Do you have a partnership agreement?

No

Yes



Provide details of the agreement.

If you are a partner of multiple partnerships, provide a separate sheet with details.

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

You must complete question 19 – Accountant's details if you answered **Yes** to question 14, 15, 16, 17 or 18.



Provide the most current copy of the following documentation:

- balance sheet (statement of financial position)
- profit and loss (statement of financial performance)
- depreciation schedule
- trust deed
- partnership agreement
- business bank statements (including loans and credit cards) for the last 6 months.

Alternatively, you may provide us with your accountant's contact details below and we will request these documents directly.

**Important:** You should contact your accountant beforehand to determine if they will charge you a fee. If you need your accountant to provide documents and/or information we will **not** reimburse fees charged by the accountant.

If you cannot provide the documentation requested above due to non lodgement in the last 2 financial years, provide:

- bank statements of all business accounts, loans and/or credit facilities for the past 12 months
- business vehicle details and loan/lease agreements
- cash book
- list of debtors and creditors
- list of regular contracts and contract end dates.

**Accountant's details**

Name of accountant

Name of accountancy firm

Accountant's postal address

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 Postcode

Accountant's phone number

## Your income details

Income is not restricted to taxable income and includes any money received, earned or derived for personal use or benefit, or any periodic payment by way of gift or allowance.


**Salary sacrifice/Salary packaging** includes any benefit received as part of earned income but not as a wage or salary (for example, novated lease, use of a car as part of a salary package).

**Interest and dividends** include any income you receive from cash deposits, shares, managed investments and forestry managed investment schemes.

**Foreign income** includes any income you receive from outside Australia.

**Regular payments** include compensation and rehabilitation payments, allowances, or gifts.

**Other income** includes any other income you receive that is not listed below (for example, personal income derived from self employment, royalties).

 You must provide evidence of your income and accounts, for example, copies of your last 2 payslips and the past 3 months of bank statements for all personal accounts, including loan and credit card accounts.

### 20 Provide details of your income

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.

#### Salary or wage (including allowances)

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Overtime

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Salary sacrifice/Salary packaging

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Commissions

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Superannuation payment

**(Do not include** amounts released as part of the First Home Super Saver Scheme)

Gross (before tax)	Net (after tax)
\$ per	\$ per

Continued

#### Child/Spousal maintenance received

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Rental income

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Interest and dividends

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Trust distribution

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Director's fees

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Foreign income

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Partnership distribution

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Regular payments

Gross (before tax)	Net (after tax)
\$ per	\$ per

#### Other income

Gross (before tax)	Net (after tax)
\$ per	\$ per



**24** In the last 12 months or in the next 12 months, have you received, or do you expect to receive, any **lump sum payments**?

No  Go to next question

Yes  Give details below

If you expect to receive a lump sum payment that is not specified below, (for example, inheritance, lump sum gifts, windfall), include the amount at **Other lump sum amounts**.

**Termination payments**

Gross (before tax)	Net (after tax)
\$ <input type="text"/>	\$ <input type="text"/>

Expected payment date

/  /

**Redundancy payments**

Gross (before tax)	Net (after tax)
\$ <input type="text"/>	\$ <input type="text"/>

Expected payment date

/  /

**Capital gains**

Gross (before tax)	Net (after tax)
\$ <input type="text"/>	\$ <input type="text"/>

Expected payment date

/  /

**Lump sum superannuation payments**

**(Do not include** amounts released as part of the First Home Super Saver Scheme)

Gross (before tax)	Net (after tax)
\$ <input type="text"/>	\$ <input type="text"/>

Expected payment date

/  /

**Compensation or rehabilitation payments**

Gross (before tax)	Net (after tax)
\$ <input type="text"/>	\$ <input type="text"/>

Expected payment date

/  /

**Other lump sum amounts**

Gross (before tax)	Net (after tax)
\$ <input type="text"/>	\$ <input type="text"/>

Expected payment date

/  /

**Your assets and liabilities**

**25** 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

Current market value	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>

Minimum monthly repayment

\$

Joint ownership?

No

Yes  Your share  %

Is the property mortgaged?

No

Yes  Provide the name of the financial institution/bank

**2** Type of property (for example, rental property)

Address of property

Postcode

Current market value	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>

Minimum monthly repayment

\$

Joint ownership?

No

Yes  Your share  %

Is the property mortgaged?

No

Yes  Provide the name of the financial institution/bank

If you have more than 2 property assets, provide a separate sheet with details.



**26** Do you own, partly own or have a financial interest in any motor vehicles, motorcycles or trailers?

No  Go to next question

Yes  Give details below

**1** Type of asset (e.g. car)      Make (e.g. Ford)

\_\_\_\_\_

Model (e.g. Focus)      Year

\_\_\_\_\_

Current market value      Amount owed

\$ \_\_\_\_\_

Minimum monthly repayment

\$ \_\_\_\_\_

Joint ownership?

No

Yes  Your share

\_\_\_\_\_ %

Is there a loan attached to this asset?

No

Yes  Provide the name of the financial institution/bank

\_\_\_\_\_

**2** Type of asset (e.g. car)      Make (e.g. Holden)

\_\_\_\_\_

Model (e.g. Astra)      Year

\_\_\_\_\_

Current market value      Amount owed

\$ \_\_\_\_\_

Minimum monthly repayment

\$ \_\_\_\_\_

Joint ownership?

No

Yes  Your share

\_\_\_\_\_ %

Is there a loan attached to this asset?

No

Yes  Provide the name of the financial institution/bank

\_\_\_\_\_

If you have more than 2 motor vehicles, motorcycles or trailers, provide a separate sheet with details.

**27** Do you 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 (e.g. boat)      Make (e.g. Quintrex)

\_\_\_\_\_

Model (e.g. Coastrunner)      Year

\_\_\_\_\_

Current market value      Amount owed

\$ \_\_\_\_\_

Minimum monthly repayment

\$ \_\_\_\_\_

Joint ownership?

No

Yes  Your share

\_\_\_\_\_ %

Is there a loan attached to this asset?

No

Yes  Provide the name of the financial institution/bank

\_\_\_\_\_

**2** Type of asset (e.g. caravan)      Make (e.g. Jayco)

\_\_\_\_\_

Model (e.g. Heritage)      Year

\_\_\_\_\_

Current market value      Amount owed

\$ \_\_\_\_\_

Minimum monthly repayment

\$ \_\_\_\_\_

Joint ownership?

No

Yes  Your share

\_\_\_\_\_ %

Is there a loan attached to this asset?

No

Yes  Provide the name of the financial institution/bank

\_\_\_\_\_

If you have more than 2 boats, caravans or motor homes, provide a separate sheet with details.

**28** Do you have any cash assets?

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

No  Go to next question

Yes  Give details below

**1** Type of account (for example, savings account)

Name of bank, building society or credit union

Branch where the account is held

Branch number (BSB)

Account number (this may not be the card number)

Balance

Joint account?

No

Yes  Your share

**2** Type of account (for example, savings account)

Name of bank, building society or credit union

Branch where the account is held

Branch number (BSB)

Account number (this may not be the card number)

Balance

Joint account?

No

Yes  Your share

If you have more than 2 accounts, provide a separate sheet with details.

**29** 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

Current amount invested

Currency if not AUD

Joint ownership?

No

Yes  Your share

**2** Type of investment

Name of company

Current amount invested

Currency if not AUD

Joint ownership?

No

Yes  Your share

If you have more than 2 investments, provide a separate sheet with details.

**30** 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

**31** Do you have any superannuation?

No  Go to next question

Yes  Give details below

**1** Name of institution/company

Policy number

Non-preserved amount  
\$

**2** Name of institution/company

Policy number

Non-preserved amount  
\$

If you have more than 2 superannuation accounts, provide a separate sheet with details.

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

The current market value of an item is what you would get if you sold it. It is not the replacement or insured value.

**Include:**

- all furniture (including soft furnishings such as curtains)
- antiques and works of art
- electrical appliances such as televisions and fridges
- jewellery for personal use and hobby collections (for example, stamps, coins).

**Do not include:**

- fixtures such as stoves and built-in items.

What is your estimate of the current market value of your household contents and personal effects?

Current market value

\$

Amount owed

\$

Joint ownership?

No

Yes  Your share

%

**33** In the last 12 months have you given away, sold for less than their market value, or surrendered a right to, any cash, assets, property or income?

Include forgiven loans and shares in private companies.

No  Go to next question

Yes  Give details below

**1** What you gave away or sold for less than its market value (for example, money, car, second home, land, farm)

Date given or sold                      What it was worth  
 /  /                       \$

Joint ownership?  
No   
Yes  Your share  
 %

**2** What you gave away or sold for less than its market value (for example, money, car, second home, land, farm)

Date given or sold                      What it was worth  
 /  /                       \$

Joint ownership?  
No   
Yes  Your share  
 %

If you (and/or your partner) have given away or sold for less than its market value more than 2 items, provide a separate sheet with details.

## Your expenses

### 34 What are your current **personal expenses**?

Provide details of all your personal expenses.

**Do not include** expenses that are related to the operation of a business, company, trust or the superannuation guarantee payments paid by your employer.

If your expenses are shared, only provide the portion of those expenses that are incurred by you, for example, you contribute 50% towards the cost of electricity. The electricity bill averages \$100 per month, so your share will be \$50.

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

#### Household expenses

Rent \$ per

Repairs \$ per

Gas \$ per

Electricity \$ per

Water \$ per

Phone \$ per

Rates \$ per

Body corporate fees \$ per

Internet \$ per

Cable/TV \$ per

Furniture \$ per

Appliances \$ per

Groceries \$ per

Gardening \$ per

Other \$ per

#### Medical expenses

Doctor \$ per

Medicines \$ per

Dentist \$ per

Other \$ per

*Continued*

#### Education expenses

School fees \$ per

University/TAFE fees \$ per

Tuition \$ per

Books and uniforms \$ per

Camps/excursions \$ per

Other \$ per

#### Transport expenses

Car registration \$ per

Fuel \$ per

Repairs/maintenance \$ per

Parking \$ per

Public transport \$ per

Other \$ per

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**Debt repayments**

Mortgage (family home)	\$	per
Rental property loan(s)	\$	per
Car lease/loan(s)	\$	per
Investment loan(s)	\$	per
HECS/HELP payments	\$	per
Credit card(s)	\$	per
Personal loan(s)	\$	per
Department store card(s)	\$	per
Overdraft(s)	\$	per
Taxation debt	\$	per
Centrelink debt	\$	per
Other	\$	per

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**Savings**

Superannuation contributions	\$	per
Regular savings	\$	per
Regular investments	\$	per
Other	\$	per

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**Insurance**

Home and contents	\$	per
Car	\$	per
Health	\$	per
Income protection	\$	per
Life	\$	per
Other	\$	per

*Continued*

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**Other expenses**

Child care	\$	per
Child support payments	\$	per
Gifts	\$	per
Donations	\$	per
Hobbies and sports	\$	per
Subscriptions	\$	per
Newspapers/magazines	\$	per
Movies and DVDs	\$	per
Restaurants/takeaway	\$	per
Alcohol and cigarettes	\$	per
Pet costs	\$	per
Other	\$	per

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**Personal expenses**

Hair and beauty	\$	per
Clothes and shoes	\$	per
Other	\$	per

## Privacy notice

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### You need to read this

#### 35 Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We need to 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/individuals/privacy](https://servicessaustralia.gov.au/individuals/privacy)

### Declaration

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#### 36 I declare that:

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

#### I understand that:

- I am legally responsible for the accuracy of the information I provide. In accordance with section 159 and section 159A(1) of the *Child Support (Assessment) Act 1989* the penalty, upon conviction, for:
  - deliberately or recklessly giving false or misleading information, or
  - omitting informationmay include imprisonment for up to 6 months, a fine up to \$550, or both.
- giving false or misleading information is a serious offence.

Your signature



Date

/ /

#### Returning your form

Return this form and a copy of any supporting documents:

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

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