

When to use this form



Use this form if you are an employer required to report the amount of child support deducted from an employee's or a contractor's salary.

It can also be used to report if:

- the normal amount of child support was not deducted for an employee/contractor, or
- an employee/contractor ceased employment, or
- an employee's/contractor's pay-cycle changed.

You can provide the information requested in this form over the phone by calling us on **131 272**.

Filling in this form

You can complete this form on your computer, print and sign it.

If you have a printed form:

Step 1 Use black or blue pen.

Print in BLOCK LETTERS.

Step 2 Sign and date the Declaration on page 3.

Step 3 Return this form. 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/childsupport or call us on **131 272**.

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

To speak to us in your language, call **131 450**.

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.

How to make payments

Payments can be made by:

- **BPAY** – A convenient bill payment service that lets you make a payment from your nominated bank to us through phone or internet banking. BPAY payments can be made 24 hours a day, 7 days a week.

Biller Code: 201509

Reference number: (your 16 digit payment reference number, no spaces)

You can find your 16 digit payment reference number on your letter attached to the schedule of deductions.

- **Direct credit** – You can transfer funds from your nominated bank account to our bank account.

Account name: Services Australia Child Support

BSB: 092009 **Account Number:** 116755

You must enter your 16 digit payment reference number without spaces into the 'payment reference' field. This ensures your payment is allocated correctly and without delay.

For information about other payment options go to servicesaustralia.gov.au/childsupport

When are payments due?

Payments are to be received by the **7th day** of the following month after the deduction. You can pay multiple child support deductions to us each month as long as we receive them by the 7th day of each month. For instance, you may find it more convenient to remit the deductions to us at the end of each pay period (for example, weekly, fortnightly).

1 Child Support Customer Reference Number

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

Australian Business Number (ABN)

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

OR

2 Employer's name

--

3 What are the deduction amounts and dates for each employee/contractor?

Include all pay-days within the calendar month (for example, 1st and 31st). If the weekly, fortnightly or monthly deduction amount is different from the amount we are expecting, then give the reason for variation code.

Reason for variation codes

Did not deduct	DIDN	Multiple reasons	MULT	Deduction for S72A notice	S72A
Additional deduction	ADDI	No longer employed	NEM	Employee on strike	STRK
Amount from previous month	AFPM	Previously deducted payment	PDP	Termination payment	TERM
Casual	CAS	Protected earnings	PEA	Worker's compensation	WRKC
Leave without pay	LWP				

Employee/Contractor details			Pay dates and amounts deducted					Monthly totals	Reason code
Family name	First given name	Payroll ID	/ /	/ /	/ /	/ /	/ /		
			\$	\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	\$	
			\$	\$	\$	\$	\$	\$	
MONTHLY REMITTANCE								\$	

4 If the reason for variation for an employee/contractor is because they are no longer employed (reason code NEM), provide their bank account details and the date they ceased employment.

Employee/Contractor details			Bank account details		Date ceased employment
Family name	First given name	Payroll ID	Branch number (BSB)	Account number	
					/ /
					/ /
					/ /

5 If the reason code selected for an employee/contractor is DIDN, ADDI or MULT, or the codes listed do not apply, give the reason why you did not deduct according to the schedule.

<p>.....</p> <p>.....</p> <p>.....</p>
--

Privacy notice

6 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to Services Australia, 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 servicesaustralia.gov.au/privacy

Declaration

7 I declare that:

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

I understand that:

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

Your signature



Date

/ /

Returning this form

Return this form and any supporting documents:

- **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.