

Notes for Claim for

- **Parental Leave Pay**
- **Family Tax Benefit**

Online services



Use our online services

You do not need to complete this form if you use our online services. Claiming online is faster and easier.

You can access your Centrelink 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 it to your Centrelink online account.

To make a claim online sign into your Centrelink online account through myGov. Select **Payments and Claims**, then **Make a Claim**.

When to use this form



Read this **Notes Booklet** before completing the claim form.

Use this form if you wish to claim either or both of the following payments:

- **Parental Leave Pay**
- **Family Tax Benefit by fortnightly instalments**

You **cannot** use this form to claim for the following payments:

- Child Care Subsidy
- Dad and Partner Pay
- Family Tax Benefit annual lump sum.

You can claim these payments by logging into your Centrelink online account through myGov or complete the **Claim for Dad and Partner Pay (FA080)** form or the **Claim for an annual lump sum payment of Family Tax Benefit (FA048)** form. If you cannot claim Child Care Subsidy online, call us on **136 150** or visit one of our service centres.

When to claim



You can claim these payments up to 3 months before the expected birth date or adoption of your child.

If you lodge your claim for Parental Leave Pay and proof of birth for your newborn child:

- within 28 days of the birth or adoption, you can choose a Paid Parental Leave period start date between the child's date of birth and 52 weeks after the birth.
- more than 28 days after the birth or adoption, you can choose a Paid Parental Leave period start date between the date you lodge your claim and proof of birth for your newborn child and 52 weeks after the birth.

The Paid Parental Leave period start date is not the date your first payment is received, it is the start of your entitlement period. When your Parental Leave Pay is assessed, your first payment will include any arrears you may be entitled to.

Payment of Family Tax Benefit Part A to eligible families may include the Newborn Supplement for a period of up to 13 weeks, for newborn children, a child(ren) aged under 1 year who has come into your care or a child(ren) of any age who has come into your care as part of an adoption process where Parental Leave Pay has not been paid. Where Newborn Supplement is payable the Newborn Upfront Payment may also be paid as a one off payment.

Keep these Notes (pages 1 to 35) for your information.

For more information



Go to servicesaustralia.gov.au/families or visit one of our service centres.

Call us on **136 150**.

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.

Disclaimer

Information contained in this form in respect of entitlements may not be current. Rate information may be based on proposed changes to legislation or take into account Consumer Price Indexing. The information should not be relied on as a substitute for specific advice relevant to a person's particular circumstances.

Contact Services Australia for full details of any entitlements and services for which you may be eligible, or how any pending changes in legislation, programs or services may affect you. For information on current Family Tax Benefit rates, go to servicesaustralia.gov.au/ftb

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About claiming

Having a partner Question 12

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 servicessaustralia.gov.au/moc

Primary carer Question 44 and 53

A child's primary carer is the person who is most meeting the child's physical needs. This will usually be the mother of a newborn child or the initial primary carer of an adopted child. There can only be one primary carer for a child at one time.

You are considered to be the primary carer of your child even if your child is in hospital.

Adoptions Questions 46, 142 and 143

An adoptive parent is a person who has adopted (or is in the process of adopting) a child. Completed adoptions transfer parental status, including legal rights and responsibilities, to the adoptive parent(s).

To be eligible for Parental Leave Pay, an adopted child (or intended adoptive child) must have been placed with the approved adoptive parents by an authorised party for the purpose of adoption before the child turns 16 years of age. In addition to this, adoption must have been the intention **at the time of placement**, for example, the child was not initially placed for the purpose of long term foster care.

State based care Question 47

If the child has come into your care due to a decision made by the state under a child protection order you may not be eligible for Parental Leave Pay but you may be eligible for Family Tax Benefit.

Parental Leave Pay and foster care Question 47 and 48

Formal foster care is the placement, by the state or territory, of a child away from their parents or guardians into the temporary care of a person or family that are trained and supervised by social services. Informal foster care can include situations where the carer is not necessarily related to this child but is caring for this child full time.

Formal foster carers are not eligible for Parental Leave Pay. You may be eligible for the Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for a foster child(ren) aged under 1 year who is entrusted to your care for 13 continuous weeks or more.

Parental Leave Pay – exceptional circumstances Question 52

If you have taken on care of a child due to exceptional circumstances, within 12 months of their birth or adoption (for example, where the child's parents are incapable of providing care), you may be entitled to Parental Leave Pay.

In certain cases, where only the remainder of the previous primary carer's Parental Leave Pay is being claimed, exceptions may apply to the work test and income test requirements.

Registering the birth of your child

Question 130

If you are the parent of a newborn child, you **must** register* the child's birth as required by the Births, Deaths and Marriages Registry in your state or territory. Parents are responsible for registering the birth of their child within 60 days of the child's birth.

There is **no cost** for registering the birth of your baby.

You **cannot be paid** Parental Leave Pay or Newborn Supplement with your Family Tax Benefit Part A, until you have registered or applied to register the birth of your child.

* Birth registration forms are given to parents in hospital. You **must** complete and forward this form to the relevant Births, Deaths and Marriages Registry in your state or territory.

The requirement to register the birth does not apply where the child was born outside Australia or has been adopted.

About the Paid Parental Leave scheme

What is the Paid Parental Leave scheme?

Question 37

The Paid Parental Leave scheme provides income tested and work tested payments that enables eligible parents to take time off work to care for a new baby or recently adopted child. Payments provided under this scheme may also be payable when a child is stillborn or dies.

There are 2 payments under the Paid Parental Leave scheme:

- Parental Leave Pay, which is payable to eligible working parents who are the child's primary carer (usually the birth mother or the initial primary carer of an adopted child). This form may be used to claim Parental Leave Pay.
- Dad and Partner Pay, which is payable for up to 2 weeks to eligible working fathers or partners. Eligible fathers or partners must lodge a separate claim for Dad and Partner Pay. This form **cannot** be used to claim Dad and Partner Pay.

What is Parental Leave Pay?

Question 37

Parental Leave Pay is a government funded payment paid under the Paid Parental Leave scheme for primary carers (usually birth mothers). Eligible working parents with a newborn or recently adopted child can receive Parental Leave Pay at the rate of the National Minimum Wage. Full-time, part-time, casual, seasonal, contract and self-employed workers may be eligible.

For children born or adopted before 1 July 2020, Parental Leave Pay is a single continuous block of payment of up to 18 weeks (90 payable weekdays).

For children born or adopted on or after 1 July 2020, Parental Leave Pay is made up of 2 parts:

- a Paid Parental Leave period of up to 12 weeks (60 payable weekdays)
- up to 30 Flexible Paid Parental Leave days.

If you are eligible, you can connect your Flexible Paid Parental Leave days to your Paid Parental Leave period. This can extend your block of payment to a maximum of 18 weeks (90 payable weekdays).

You can receive Parental Leave Pay before, after or at the same time as employer provided paid or unpaid maternity or parental leave. This also applies to other employer funded leave entitlements, such as annual or long service leave.

The Paid Parental Leave scheme provides you with Parental Leave Pay but does not give you an entitlement to leave. The scheme does not change any of your existing leave entitlements.

You may still be eligible to receive Family Tax Benefit Part A at the same time as Parental Leave Pay. You (and/or your partner) cannot receive Family Tax Benefit Part B when you receive Parental Leave Pay.

Continued

Parental Leave Pay, Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A cannot be paid for the same child. Where Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A has been received and Parental Leave Pay is granted at a later date, the Newborn Upfront Payment and Newborn Supplement will be overpaid and will have to be paid back.

You cannot be paid JobKeeper Payment at the same time as receiving Parental Leave Pay.

What is the Paid Parental Leave period?

Your Paid Parental Leave period is a continuous block of payment following your child's birth or adoption. You will receive payment for Monday to Friday at the rate of the National Minimum Wage.

For children born or adopted before 1 July 2020

Your Paid Parental Leave period can be up to 18 weeks (90 payable weekdays). To receive the full 18 weeks you will need to:

- lodge your claim
- provide proof of birth or adoption
- choose a Paid Parental Leave period start date

within 34 weeks from the child's birth or adoption and **at least 18 weeks before you return to work (exceptions may apply)**.

Your Paid Parental Leave period will end no later than 52 weeks after the birth or adoption of your child. Your Paid Parental Leave period cannot be paid for the child after this time.

For children born or adopted on or after 1 July 2020

Your Paid Parental Leave period can be up to 12 weeks (60 payable weekdays). To receive the full 12 weeks you will need to:

- lodge your claim
- provide proof of birth or adoption
- choose a Paid Parental Leave period start date

within 40 weeks from the child's birth or adoption and **at least 12 weeks before you return to work (exceptions may apply)**.

Your Paid Parental Leave period will end no later than 52 weeks after the birth or adoption of your child. Your Paid Parental Leave period cannot be paid for the child after this time.

Choosing your Paid Parental Leave period start date

In this form, you can choose the start date for your Paid Parental Leave period.

The Paid Parental Leave period start date is not the date your first payment is received, it is the start of your entitlement period. When your Parental Leave Pay is assessed, your first payment will include any arrears you may be entitled to.

If you lodge your claim for Parental Leave Pay and proof of birth for your newborn child (such as a **Newborn Child Declaration (FA081)**) or proof that the child has come into your care, along with any other requested documentation:

- within 28 days of the birth or adoption, you can choose a Paid Parental Leave period start date between the child's date of birth and 52 weeks after the birth.
- more than 28 days after the birth or adoption, you can choose a Paid Parental Leave period start date between the date you lodge your claim and proof of birth for your newborn child and 52 weeks after the birth.

If you are eligible under the extended work test (see page Notes—**12**), your Paid Parental Leave period can start from your child's date of birth or adoption, even if requested information and documents are provided more than 28 days after their birth or entry into care.

Continued

If you choose a start date in the past and you or your partner (if you have one) received an income support payment, such as Parenting Payment or Family Tax Benefit for the same period, we may have paid you or your partner too much. If this happens, you will owe us money and have to pay it back.

If you have lodged your claim, you can only change your Paid Parental Leave period start date if your Paid Parental Leave period has not already begun and you can only choose a new date on or after the date you request the change.

What is Flexible Paid Parental Leave?

For children born or adopted on or after 1 July 2020

You may be eligible for Flexible Paid Parental Leave if your child is born or adopted on or after 1 July 2020.

You may receive up to 30 Flexible Paid Parental Leave days. You can choose when you get these days.

To be eligible for Flexible Paid Parental Leave you need to make a claim for Parental Leave Pay before your child's first birthday or first anniversary of adoption. You will also need to claim and take any available Flexible Paid Parental Leave days before your child's second birthday or second anniversary of adoption.

Flexible Paid Parental Leave days can be taken on any dates after the Paid Parental Leave period but before your child's second birthday or second anniversary of adoption into care.

These dates can be for weekdays and weekend days. In most cases, Flexible Paid Parental Leave days cannot be claimed for dates more than 42 days in the past, unless you meet the extended work test (see page Notes—12).

Flexible Paid Parental Leave days can be:

- connected to your Paid Parental Leave period as a block of up to 6 weeks (30 payable weekdays). You may receive up to 18 weeks (90 payable weekdays) as a continuous period
- taken on any day you want them between the end of your Paid Parental Leave period and your child's second birthday or second anniversary of adoption
- a combination of the 2 options above.

Special rules apply if you are claiming because someone is transferring only Flexible Paid Parental Leave to you. In these circumstances you can lodge your claim up to the child's second birthday or second anniversary of adoption.

Who is eligible for Parental Leave Pay? Question 38 and 49

To be eligible for Parental Leave Pay, you must:

- be the primary carer for a newborn or recently adopted child
- meet the Parental Leave Pay residence requirements (see page Notes—20)
- have met the Paid Parental Leave scheme work test before the birth or adoption occurs (see 'Paid Parental Leave scheme work test', on page Notes—10)
- have an individual adjusted taxable income of \$150,000 or less in the financial year before the date of birth or adoption or date of claim, whichever is the earlier.

Parental Leave Pay is only paid for 1 eligible child in each pregnancy or adoption.

Adopted children must be under the age of 16 years at the time they come into your care as part of an adoption process.

A person may still be eligible for Parental Leave Pay in the event of a stillbirth or infant death.

Formal foster carers are not eligible for Parental Leave Pay. You may be eligible for Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for a foster child(ren) aged under 1 year who came into your care for 13 continuous weeks or more.

Continued

The birth mother or the initial primary carer of an adopted child must lodge a claim for Parental Leave Pay, unless there are exceptional circumstances (see 'Parental Leave Pay – exceptional circumstances', on page Notes—4).

To be eligible to the Paid Parental Leave period, you must:

- be on leave or not working, unless for an allowable reason, from the time you become the child's primary carer until the end of your Paid Parental Leave period
- be the primary carer of the child until the end of your Paid Parental Leave period.

For children born or adopted on or after 1 July 2020, to be eligible for a Flexible Paid Parental Leave day you must:

- be the primary carer of your child
- not be working, unless for an allowable reason
- meet the Parental Leave Pay residency rules (see 'Australian residence requirements', on page Notes—20).

If your claim for Parental Leave Pay is rejected or you have a child(ren) born in a multiple birth or entrusted to your care as part of the same adoption process, you may be eligible to be paid Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A.

For example, a mother who gives birth to twins may receive Parental Leave Pay for 1 child and may receive Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for the second child.

Who will provide your Parental Leave Pay? **Questions 70 and 73**

Your Paid Parental Leave period and connected Flexible Paid Parental Leave days will be provided to you by your employer in your usual pay cycle if you:

- have worked for your employer for 12 months or more before the expected date of birth or adoption
- will be their employee for your Paid Parental Leave period and connected Flexible Paid Parental Leave days
- are an Australian-based employee
- expect to receive at least 8 weeks of Parental Leave Pay.

If you do not meet these criteria, your employer can still choose to provide Parental Leave Pay to you. You and your employer must agree for this to happen. Your employer will need to register for our Online Services for businesses and then opt-in to provide Parental Leave Pay before you lodge your claim.

Parental Leave Pay will be provided to you by us if you either:

- are self-employed
- have ceased to be employed
- receive an income support payment, or
- are receiving Flexible Paid Parental Leave days not connected to the end of your Paid Parental Leave period.

Parental Leave Pay is a taxable payment. When your employer provides the payment, they will withhold Pay As You Go (PAYG) tax at the usual rate. When we provide your payment, we will withhold PAYG tax at the rate of 15% unless you nominate a different tax rate.

Transferring Parental Leave Pay

Transferring some or all of Parental Leave Pay

The child's birth mother or the initial primary carer may transfer some or all of their Parental Leave Pay for the child to another person. Generally, the birth mother or initial primary claimant will need to lodge a claim and be assessed as eligible for Parental Leave Pay before another person claims.

If you transfer some or all of your Parental Leave Pay to another person both you and the other person must:

- complete separate claims within 52 weeks of the birth or adoption of your child
- be assessed as eligible for Parental Leave Pay.

When you transfer your Parental Leave Pay either you, or the person you are transferring to, will need to remain eligible for each day between the birth of your child and the end of your Paid Parental Leave period.

For children born or adopted on or after 1 July 2020, you may also choose to give permission for another person to claim some or all of your Flexible Paid Parental Leave days. To help the other person with their claim, let them know how many Flexible Paid Parental Leave days you have given permission for them to claim.

Someone is transferring some or all of their Parental Leave Pay to you

If you are claiming Parental Leave Pay because the child's birth mother or initial primary carer is transferring some or all of their payment to you both you and the other person must:

- complete and lodge separate claims within 52 weeks of the birth or adoption of your child, and
- be assessed as eligible for Parental Leave Pay.

The child's birth mother or initial primary carer may choose to transfer all or an unused portion of their Paid Parental Leave period. Either you, or the person who is transferring their payment to you, will need to remain eligible for each day between the birth of your child and the end of the Paid Parental Leave period.

For children born or adopted on or after 1 July 2020, the child's birth mother or initial primary carer may also choose to give permission for you to claim some or all of their 30 Flexible Paid Parental Leave days.

If someone is transferring Flexible Paid Parental Leave days to you, it helps to know how many days you can claim. You may want to ask the birth mother or initial primary carer how many Flexible Paid Parental Leave days they have given permission for another person to claim. When we assess your claim we will confirm the number of days available.

Special rules apply if you are **only** claiming Flexible Paid Parental Leave days. You can lodge your claim up to the child's second birthday or second anniversary of adoption.

Paid Parental Leave scheme work test **Question 74**

To meet the Paid Parental Leave scheme work test you must have:

- worked for at least 295 days (approximately 10 months) of the 392 days (approximately 13 months) before the birth or adoption of your child, and
- worked at least 330 hours in that 295 day (approximately 10 month) period (just over 8 hours a week).

You cannot have a continuous gap within that 295 day (approximately 10 month) period which is longer than:

- 8 weeks (56 days) if your child was born or adopted **before** 1 January 2020
- 12 weeks (84 days) if your child was born or adopted **on or after** 1 January 2020.

A working day is a day on which you worked for at least 1 hour.

You do not need to be working full-time to be eligible for Parental Leave Pay. You may meet the work test even if you:

- are a part-time, casual or seasonal worker
- are a contractor or self-employed
- work in a family business (for example, a farm)
- have multiple employers
- have recently changed jobs.

What counts as work?

You can include periods of work if it is done for financial reward or gain, whether in Australia or outside Australia.

If you work for a family business (for example, a farm) you can include your hours of work, even if the business is not generating any income, providing you are undertaking the work for financial gain.

Periods of paid leave taken before the birth or adoption can be included as work.

The following activities will count as work:

- paid leave
- employment at an Australian Disability Enterprise
- operating a business while receiving assistance under the New Enterprise Incentive Scheme
- farm labour or operating a business while receiving Farm Household Allowance
- jury service
- defence reservist work
- workers compensation received during the work test period.

Previous periods of Parental Leave Pay and/or Dad and Partner Pay can be included as work for the work test. If you are including a previous period of Parental Leave Pay and/or Dad and Partner Pay in the work test, a weekday counts as 7.6 hours.

Periods of JobKeeper Payment, paid through your employer, are also included as work for the work test. For periods of JobKeeper Payment, we count whichever is **greater**:

- 7.6 hours for each weekday in the period (not including weekends)
- the number of hours actually worked each day (including weekends)
- the number of hours of paid leave each day.

What does not count as work?

The following activities will not count as work:

- periods of unpaid leave or voluntary work
- work undertaken as part of a scholarship provided by an institution to enable you to conduct research or study to attain a degree
- activities undertaken for Work for the Dole, Drought Force and other income support programs which include a work component.

What exceptions are there to the work test?

Question 80

You may still meet the work test if you had to stop working due to:

- a pregnancy related illness or complication
- a premature birth, or
- working in a dangerous job that was a risk to your pregnancy (if your child is born **on or after** 1 January 2020).

If you do not meet the work test, including the provisions above, in the 13 month work test period because you were impacted by COVID-19 you may be able to access the extended work test (see page Notes—12).

Pregnancy related illness or complications

You may meet the work test if you stopped work earlier than expected, as a direct result of your pregnancy. This may be because you either:

- had a medical condition that got worse because of your pregnancy
- developed an illness or complication with your pregnancy.

You will need to give us proof from both your doctor and your employer to show that without pregnancy related complications you would have met the work test.

Proof from your doctor

You need to provide proof from your doctor or the hospital confirming:

- what your illness or complication was
- the date the illness or complication started
- your illness or complication prevented or reduced your ability to work
- your illness or complication related directly to your pregnancy.

For example, you need to prove that your pregnancy was the reason a pre-existing condition got worse.

Proof from your employer

You will also need to provide proof from your employer. This needs to include both:

- the date you stopped working
- that you would have kept working during the work test period if you did not experience the illness or complication.

Proof if you are self employed

If you are self employed, you need to prove your ability to work was reduced during the work test period. This may include you providing the following:

- existing and new contracts
- self-declaration of self-employment status and the intention for the business to continue
- a letter or declaration from your accountant confirming past and expected future of business
- notifications of change to business activity
- employment of a staff member to perform your usual work activities.

Premature birth

There are exceptions if your child was born early. If this occurs, we include the work you would have performed up until your child's expected date of birth. You need to show that without the premature birth you would have met the work test.

When you claim, you need to provide the following proof to confirm:

- your child's expected date of birth – from a doctor or hospital
- the dates you had planned to work during your work test period – from your employer.

Continued

Question 82

Dangerous Job (applies for children born **on or after** 1 January 2020)

If you had to cease work due to hazards in your workplace that were a risk to your pregnancy (for example, jockey or boxer), you may be able to move your work test period to an earlier date.

You will need to provide proof:

- of the job you were doing before your child was born, and
- the date you stopped working.

Proof of your job can include:

- a letter from your employer
- a copy of your contract or workplace agreement.

You also need to provide proof:

- explaining the hazards that were a risk to your pregnancy, and
- why they prevented you from continuing work.

Proof of the risk to your pregnancy can include:

- a medical certificate or letter from a medical professional
- a letter from your employer
- industry regulations or guidelines.

Proof if you are self employed

If you are self-employed, proof may include you providing the following:

- a copy of your contract or industry regulations or guidelines, and
- a statutory declaration stating:
 - the type of work you performed, including your job description
 - the date you stopped working
 - a description of the hazards that were a risk to your pregnancy
 - an explanation of why the hazards prevented you from continuing work.

What is the extended work test?

Question 87

You may be able to access the extended work test when both of the following apply:

- you do not meet the work test in the 13 month work test period because you stopped work, or your work hours were reduced, due to COVID-19, and
- your child's birth or adoption is between **22 March 2020** and **31 March 2021**.

In this case, the work test period will be extended from 13 months to **20 months**.

To meet the extended work test you must have:

- worked for at least 295 days (approximately 10 months) of the **600 days** (approximately **20 months**) before the birth or adoption of your child, and
- worked at least 330 hours in that 295 day (approximately 10 month) period (just over 8 hours a week), with no more than a 12 week (84 day) continuous gap within the 10 month period.

Parental Leave Pay and returning to work

Question 55

In normal circumstances you cannot return to work between becoming your child's primary carer and the end of your Paid Parental Leave period but you may *'Keep in Touch'* with your workplace.

If you intend to return to work before you have received all of your Paid Parental Leave period, you may be able to transfer the unused portion of your Paid Parental Leave period to your partner. The Paid Parental Leave period must be paid in 1 continuous period. Either you or your partner will need to remain eligible for each day between the birth of your child and the end of the Paid Parental Leave period.

If your child is born or adopted on or after 1 July 2020, you cannot work on a day you want to receive Flexible Paid Parental Leave, unless for an allowable reason. You can work after your Paid Parental Leave period and between your Flexible Paid Parental Leave days.

'Keep in Touch' allows you to remain connected with your workplace without losing your entitlement to Parental Leave Pay. *'Keeping in Touch'* with your workplace means you can participate in paid work activities at the workplace on 10 separate days from the birth or adoption of your child until the end of your period of leave from your employer. Both you and your employer must agree for this to happen.

Attending work for the purposes of *'Keeping in Touch'* cannot be within the first 2 weeks after the birth of your child.

If you are self-employed, you will be able to keep an eye on your business without being regarded as having returned to work. You will be able to oversee the business' operations, and perform the occasional administrative task.

What are the allowable reasons for working?

Question 56

You may work and still be eligible for Parental Leave Pay if you need to return to work for one of the following allowable reasons:

- you are in the defence force or a law enforcement officer and you returned to work because of a compulsory recall to duty
- you are an emergency services worker, health professional or essential worker who returned to work in response to a state or territory or national emergency
- you were required to return to work to comply with a court ordered summons
- your newborn child has been unlawfully removed from your care.

If your child needs to remain in hospital for a period of time immediately after their birth and you need to work, you may be eligible for Parental Leave Pay, if:

- you return to work 14 days or more after your child's date of birth, and
- you stop working on or before your child is discharged from hospital.

You may need to provide proof of your circumstances, such as a letter from your employer or hospital, or court documents.

What is Dad and Partner Pay?

Dad and Partner Pay is a payment under the Paid Parental Leave scheme to support eligible working fathers and partners (including adopting parents) who are caring for a newborn or recently adopted child.

Dad and Partner Pay is a taxable payment paid at the rate of the National Minimum Wage for a maximum of 2 weeks.

You cannot be paid JobKeeper Payment at the same time as receiving Dad and Partner Pay.

You cannot use this form to claim Dad and Partner Pay. You can claim online by logging into your Centrelink online account through myGov or by completing the **Claim for Dad and Partner Pay (FA080)** form.

Parental Leave Pay and Family Tax Benefit Part B

Question 113

If your child is born or adopted before 1 July 2020, you (and/or your partner) cannot receive Family Tax Benefit Part B during the Paid Parental Leave period.

If you (and/or your partner) receive Family Tax Benefit Part B and you request your Parental Leave Pay to start from the expected date of birth or adoption of your child, you may ask us to pause your Family Tax Benefit Part B from this date to avoid being overpaid Family Tax Benefit Part B during this period.

Family Tax Benefit Part B may be paid after the end of the Paid Parental Leave period.

If your child is born or adopted on or after 1 July 2020, you (and/or your partner) cannot receive Family Tax Benefit Part B during the Paid Parental Leave period or on days you are eligible for Flexible Paid Parental Leave.

If you (and/or your partner) receive Family Tax Benefit Part B and you request your Parental Leave Pay to start from the expected date of birth or adoption of your child, you may ask us to pause your Family Tax Benefit Part B from this date to avoid being overpaid Family Tax Benefit Part B during this period.

Family Tax Benefit Part B may be paid after the end of the Paid Parental Leave period and in between Flexible Paid Parental Leave days.

Parental Leave Pay and other family assistance payments

Parental Leave Pay is treated as taxable income and counts as income for family assistance payments, including:

- Family Tax Benefit Part A
- Family Tax Benefit Part B
- Stillborn Baby Payment
- Dad and Partner Pay
- any future Parental Leave Pay, and
- Child Care Subsidy.

Parental Leave Pay will be included in your adjusted taxable income for child support purposes and the Commonwealth Seniors Health Card. Dad and Partner Pay will be included in your adjusted taxable income for the Commonwealth Seniors Health Card. Parental Leave Pay and Dad and Partner Pay are regarded as income for the Low Income Health Care Card.

Effect on other payments

Parental Leave Pay and Dad and Partner Pay is counted as income for income support purposes. We will include this in the income calculation of your income support payment for you. Your income support payment will either be reduced or cancelled while you are receiving Parental Leave Pay or Dad and Partner Pay. If your income support payment is cancelled it will also impact your concession card and Family Tax Benefit Part A rate.

For more information, go to servicessaustralia.gov.au/income

What is Family Tax Benefit?

Question 113

Family Tax Benefit is a payment to help you with the costs of raising your dependent child(ren).

There are 2 parts to Family Tax Benefit—Part A and Part B.

Family Tax Benefit Part A is worked out on your family's combined annual income and the ages and number of dependent children in your care. It is paid for eligible children up to the age of 16 years and for young persons aged 16–19* years who are full-time secondary students or have an exemption from this requirement.

* Family Tax Benefit can be paid for a young person up to the end of the calendar year in which they turn 19 years, as long as they are in full-time secondary study.

Family Tax Benefit Part B provides extra assistance to single parents, non-parent carers (including grandparents) and couples with one main income earner.

Family Tax Benefit Part B is subject to an income test and can be paid to:

- couples until the youngest child turns 13 years, or
- single parents and grandparent carers until the youngest child turns 16 years, or until the end of the calendar year the child turns 18 years, if they are in full-time secondary study.

Family Tax Benefit can be claimed as fortnightly instalments or as a lump sum after the end of the financial year.

Families who claim as fortnightly instalments will have their fortnightly payment calculated on an estimate of their family income. Their entitlement will be checked and adjusted after the end of the financial year when their actual family income is known.

Families who claim as a lump sum after the end of the financial year must lodge a claim and confirm their income within 12 months after the end of the financial year for which they are seeking payment.

You (and/or your partner) must lodge a tax return(s) and have your income details confirmed by the Australian Taxation Office, or tell us that you are not required to do so within 12 months of the end of the financial year during which you received the payments. If there are special circumstances that prevent you from doing this, you must contact us.

If you are claiming Family Tax Benefit for a child from a previous relationship, you are required to take reasonable action to obtain child support in order to receive more than the base rate of Family Tax Benefit Part A. For more information go to servicessaustralia.gov.au/childsupport

This form does not collect information for Family Tax Benefit for a previous financial year. If you want to be paid Family Tax Benefit for a previous financial year you must complete and lodge a **Claim for an annual lump sum payment of Family Tax Benefit (FA048)** form by 30 June 2021, for the 2019–20 financial year.

For more information, go to servicessaustralia.gov.au/families

Who is eligible for Family Tax Benefit?

Question 135

To be eligible for Family Tax Benefit you must:

- be a parent, guardian, carer (including foster carer), grandparent or great-grandparent (includes natural, adoptive or step) or an approved care organisation
- provide care to an eligible child (see page Notes—21)
- have legal responsibility for the day-to-day care, welfare and development of the child, and
- meet the Australian residence requirements for family assistance purposes (see page Notes—20).

To be eligible for Family Tax Benefit Part B, a **grandparent** is:

- a parent of a parent of the child, or
- a parent of a grandparent of the child (great-grandparent).

You are also considered to be a grandparent if you are the former partner of a natural, adoptive or relationship grandparent or great-grandparent.

Continued

For the purposes of deciding if you are a grandparent:

- a **parent** is a natural, adoptive, relationship or step-parent of a child
- a **step-parent** is the partner or former partner of a natural, adoptive or relationship parent of a child
- a **relationship parent** is a person who is legally responsible for a child born through an assisted conception procedure or where a surrogacy court order is in place.

There is no asset test for Family Tax Benefit.

Newborn Upfront Payment and Newborn Supplement

Payment of Family Tax Benefit Part A may include the Newborn Supplement for a period of up to 13 weeks, for newborn children, children aged under 1 year entrusted to your care or children of any age entrusted to your care as part of an adoption process where Parental Leave Pay has not been paid. Where Newborn Supplement is payable, the Newborn Upfront Payment may also be paid as a one off payment. The rate of Newborn Supplement that a family may be eligible for depends on the number of children in the family. For more information on Newborn Upfront Payment and Newborn Supplement go to **servicesaustralia.gov.au/families**

Multiple Birth Allowance Question 35

Families with at least 3 children born in a multiple birth may be eligible for Multiple Birth Allowance until the children are 16 years of age, or if at least 3 of the children are in full-time secondary study, until the end of the calendar year in which they turn 18 years of age. Multiple Birth Allowance is paid for triplets or more for whom you receive Family Tax Benefit Part A.

You do not need to lodge a separate claim for this payment.

Immunisation Details Question 168

You need to provide your child's Medicare number when you claim. We will use the card number to check your child's immunisation status with the Australian Immunisation Register.

If your child is not enrolled for Medicare and you need to check if they are eligible, go to **servicesaustralia.gov.au/medicarecard**

Evidence of immunisation

You do not need to tell us or provide evidence when your child meets the immunisation requirements as your vaccination provider will provide this information to the Australian Immunisation Register. We are unable to update your child's immunisation history using evidence you provide directly to us. If any of the information on your child's Immunisation history statement is incomplete or incorrect, contact your vaccination provider (such as your general practitioner). Only your vaccination provider will be able to update your child's immunisation details on the Australian Immunisation Register.

If a child in your care is under 14 years of age, you can check what is recorded on the Australian Immunisation Register on your child's Immunisation history statement. To view the immunisation history statement either:

- use our Express Plus Medicare mobile app and select 'Immunisation' from the service menu.
- log into your Medicare online account through myGov and select 'Immunisation history statements'.

If your child is aged over 14 years, they will need to access their own Immunisation history statement through the Express Plus Medicare mobile app or myGov Medicare online account.

For more information about the Australian Immunisation Register, go to **servicesaustralia.gov.au/air**

Continued

Immunisation requirements for Family Tax Benefit

If your child does not meet the immunisation requirements a reduction is applied to the rate of Family Tax Benefit Part A you receive for that child.

The reduction may start from the date we assess your claim and will continue until the child meets immunisation requirements.

Some of this reduction may be applied at the end of the financial year when we balance your payments.

If your child has a medical reason for not being fully immunised, talk to an eligible doctor.

For more information, go to servicessaustralia.gov.au/immunisation

Immunisation requirements for Child Care Subsidy

To receive Child Care Subsidy, your child must meet immunisation requirements.

If your child does not meet the immunisation requirements, you will not be eligible for Child Care Subsidy. When your child meets the immunisation requirements, you will need to lodge a new claim for them.

For more information about Child Care Subsidy, go to servicessaustralia.gov.au/childcaresubsidy

**Shared care
Questions 157 and 158**

For both family assistance and child support purposes, the same rules are used to work out your level of care. This means one determination for shared care is used. Shared care is when any of the children for whom you are claiming Family Tax Benefit spend time in the care of someone else, for example weekends or school holidays, with someone other than your current partner (such as their other parent, if you are separated).

If you do not have a parenting plan, written agreement or court order, or your care arrangements differ from those specified in the plan, agreement or order, you will need to provide an agreed percentage of care or an agreed care arrangement for the care period. We will require verification of care arrangements from the other carer.

What is a care period?

A care period refers to the period that the care arrangements for a child will be in place. It is used by us to calculate the correct rate of Family Tax Benefit for each child in your care.

A care period:

- begins on the day on which the care of a child starts to be shared between 2 or more people, or the day on which the pattern of care changes, and
- ends when there is a subsequent change in care.

To be paid any Family Tax Benefit, you must have care of the child for at least 35% of the time.

If you have care of your child(ren) for more than 65% of the time, you may be entitled to all of the Family Tax Benefit.

| Percentage of actual care for the child | Percentage of Family Tax Benefit you may receive |
|---|--|
| 0% to less than 14% | 0% |
| 14% to less than 35% | 0% |
| 35% to less than 48% | 25% plus 2% for each percentage point over 35% |
| 48% to 52% | 50% |
| More than 52% to 65% | 51% plus 2% for each percentage point over 53% |
| More than 65% to 100% | 100% |

To calculate the percentage of care for the care period, add up the number of nights the child is with you, and convert this to a percentage of the number of nights in the period. For the purpose

Continued

of Family Tax Benefit a person with overnight care of a child is generally regarded as having had care of the child for that day. Ask us for the **Details of your child's care arrangements (FA012)** form to help calculate your percentage of care.

If you have care of a child between 14% and less than 35% of the time, you are not entitled to receive Family Tax Benefit payments, but you may be entitled to receive the following:

- Rent Assistance
- a Health Care Card
- access to the lower threshold of the Medicare Safety Net
- additional Remote Area Allowance with your Centrelink payments (for example, JobSeeker Payment)
- Child Care Subsidy.

To be eligible for these benefits you will need to meet the other requirements for that benefit and complete a claim.

If you **do not** have an agreed percentage of care, or an agreed care arrangement, then we will decide the care percentage to be applied to your Family Tax Benefit, based on the evidence of your care arrangements.

Children from a previous relationship Question 169

If any dependent child, in your care, is from a previous relationship you must apply for a child support assessment within 13 weeks (91 days) of the latest of the following dates:

- the date the child was born
- the date you separated from the child's other parent
- the date the child came into your care
- the date your percentage of care increased to 35% or above
- such later date that you first became entitled to apply for child support.

To receive more than the base rate of Family Tax Benefit Part A you are required to apply for a child support assessment with us from the other parent of your child if you are not currently partnered to that person.

It is important to remember that regardless of your personal income both parents of the child are responsible for providing support for the care of that child.

The term 'parent' refers to a natural or adoptive parent or a person who is legally responsible for a child born through an assisted conception procedure or where a surrogacy court order is in place.

Applying for a child support assessment

The requirement to apply for a child support assessment also applies to your current partner if they have a child from a previous relationship in their care.

For more information go to servicesaustralia.gov.au/childsupport

Exemptions from seeking a child support assessment Question 173

If you find it difficult or are unable to apply for a child support assessment, you should discuss your situation with us. In some cases exemptions need to be assessed by a social worker.

If you have not already, you will need to provide your child's birth certificate. You can call us on **136 150** Monday to Friday, between 8 am and 5 pm (local time) to discuss your situation and if required, you will be referred to a social worker.

If you are affected by family and domestic violence call us on **132 850** Monday to Friday, between 8 am and 5 pm (local time) and ask to speak to a social worker or for more information, go to servicesaustralia.gov.au/domesticviolence

Child support you receive

Questions 174 and 232

Child support includes money collected on your behalf by us in respect of the child and/or any money you collect yourself.

Child support and/or spousal maintenance for yourself from a former partner can include cash, capitalised maintenance/lump sum payment(s) and non-cash amounts. Non-cash child support may include payment(s) made to another person or organisation on your behalf, such as loan repayments (including mortgage), rates, insurance, household expenses, child care fees, school fees or other expenses/purchases. Non-cash amounts must be reported as a dollar value.

If the amount of child support you receive unexpectedly changes and you collect more or less than your entitlement or you receive arrears owing to you, you should contact us to discuss how this will affect your Family Tax Benefit payments.

If we are collecting your child support and you privately collect an additional amount you should contact us immediately to make sure this is taken into account for your Family Tax Benefit payments.

Discharging Child Support from the responsibility for collecting arrears

Question 176

When you change from Child Support Collect to Private Collect, you may have outstanding amounts owed to you from the Child Support Collect period. You may choose to have us collect this amount for you, or you may elect to discharge us from the responsibility for collecting some or all of the amount. By doing this, you are taking responsibility for collecting these amounts yourself.

From 1 July 2012, the discharged amount will need be taken into account in addition to your ongoing child support assessment amount for your Family Tax Benefit Part A, from the date it was discharged until the end of the financial year.

You must tell us if, at any time, you discharge any outstanding amounts owed to you from a previous Child Support Collect period.

If you have been unsuccessful in collecting these amounts, it would be in your best interests to seek legal advice to obtain the arrears.

Maintenance Income Credit

In calculating your Family Tax Benefit entitlement, you are able to receive a certain amount of child support before your Family Tax Benefit is affected. This is known as the Maintenance Income Free Area.

The Maintenance Income Credit allows families to access any unused Maintenance Income Free Areas from previous financial years to offset any large or late child support payment(s). The Maintenance Income Credit reduces the possibility of a Family Tax Benefit overpayment caused by large or late child support payments. If you do not use all of your Maintenance Income Credit within a financial year you may be able to use it for another financial year. The Maintenance Income Credit is automatically calculated and is applied at the end of each financial year.

The Maintenance Income Credit is available for Child Support Collect cases only.

Capitalised maintenance for child support purposes

Question 177

Capitalised maintenance is maintenance that is not a regular or periodic payment and is worth more than \$1,500. It may be provided as a lump sum payment (such as a cash amount), and/or a property settlement (such as your home, a car, a business, etc).

Do not include amounts for yourself or child(ren) if you have already notified us.

Do not include amounts that have been received under a child support agreement, court registered agreement or any other form of written agreement for child support if the agreement has already been **accepted by us**.

Eligibility conditions for family assistance payments

Australian residence requirements

Questions 108, 111, 242

To be eligible for Parental Leave Pay and Family Tax Benefit (including all additional and ancillary benefits and payments) you must satisfy residence requirements. You must be living in Australia and either:

- be an Australian citizen
- hold a permanent visa
- have arrived on a New Zealand passport
- hold a partner provisional or temporary protection visa.

In deciding whether you are living in Australia, we may need to look at the nature of your accommodation, the nature and extent of family relationships in Australia, the nature and extent of employment, business or financial ties with Australia, the frequency and duration of travel outside Australia and any other relevant matters.

Newly arrived residents generally will have a waiting period (some exemptions apply) of:

- 1 year for Family Tax Benefit Part A
- 2 years for Parental Leave Pay.

There is no waiting period for Family Tax Benefit Part B.

You can find more information on how long you may need to wait and reasons you may be exempt by going to servicessaustralia.gov.au/newresidentswaiting

Parental Leave Pay and residence requirements

To be eligible for a Paid Parental Leave period, you must meet all eligibility requirements for each day between the child's birth (or entry into your primary care) and the end of your Paid Parental Leave period, even if you do not choose to have your Parental Leave Pay start from the date of birth (or entry into primary care) of your child.

You cannot receive a Paid Parental Leave period if your child is born (or comes into your primary care) before you meet the residence requirements.

If you are claiming for a child born or adopted on or after 1 July 2020, to be eligible for Flexible Paid Parental Leave days you must meet residence requirements on:

- the day your child is born (or comes into your primary care)
- each of your Flexible Paid Parental Leave days.

Absences from Australia may affect your Parental Leave Pay. You may be able to claim Parental Leave Pay during a temporary absence from Australia if you have been absent for less than 56 weeks.

Temporary visa holders may not be eligible for Parental Leave Pay during any absence from Australia. When your Paid Parental Leave period is stopped it generally cannot be resumed on return to Australia.

For more information about the conditions for payments while outside Australia, go to servicessaustralia.gov.au/paymentsoverseas

Family Tax Benefit and residence requirements

Absences from Australia may affect your family assistance payments. If you are temporarily absent from Australia for less than 6 weeks, you may be eligible to receive family assistance payments during this period.

For more information about the conditions for payments while outside Australia, go to servicessaustralia.gov.au/paymentsoverseas

Eligible child

An eligible child for the purposes of Family Tax Benefit must:

- be aged 0–15 years, or
- be a young person aged 16–19* years who is in full-time secondary study leading towards a Year 12 or equivalent qualification or who is exempt from this requirement, and
- be in your care for at least 35% of the time and you must be responsible (whether alone or jointly with someone else) for their day-to-day care, welfare and development
- be an Australian resident or New Zealand citizen living in Australia or live with the person claiming family assistance
- not be your partner
- generally not be temporarily outside Australia for longer than 6 weeks
- not be receiving a Centrelink payment, such as Youth Allowance, or a Commonwealth Education Supplement.

You must advise us as soon as possible if your child is not in your care for an extended period of time.

* Family Tax Benefit can be paid for a young person up to the end of the calendar year in which they turn 19 years of age, as long as they are in full-time secondary study.

Providing an income estimate

Why your income details are important

- If your **Family Tax Benefit** is paid fortnightly, we use your (and/or your partner's) estimate of your annual family income for the current financial year to work out your fortnightly rate.
- The rate of Child Care Subsidy you can get is based on your (and/or your partner's) family income estimate, your level of work, training and study, **and** the type of child care service you use.
- Your income for **Parental Leave Pay** will be based on your actual adjusted taxable income in the financial year **before** the date of this claim or the date of actual birth or adoption of the child, whichever is earlier. The Paid Parental Leave scheme income test is based on your individual income, not family income (it does not include your partner's (if you have one) income). For example, if you are lodging a pre-birth claim for Parental Leave Pay during the 2020–21 financial year, we need to know your income for the 2019–20 financial year.

Where you are asked to estimate your income it is important to do it as accurately as possible to reduce the risk of being overpaid. For every \$1,000 your actual annual family income is higher than your estimate, you may have an overpayment of Family Tax Benefit of up to \$500.

All overpayments need to be paid back. Any money you owe may be recovered from your tax refund and/or future family assistance payments, including arrears, lump sum, top up and end of year supplement payments even if you have a current payment arrangement in place with us.

If you overestimate your annual family income for family assistance

If you overestimate your annual family income and are underpaid during the year, your Family Tax Benefit and/or your Child Care Subsidy will be topped up to your actual entitlement after the end of the financial year. To receive the top up, you (and/or your partner) must lodge a tax return and have your income details confirmed by the Australian Taxation Office, or tell us that you are not required to lodge, within 12 months of the end of the financial year during which you received the payments.

Family Tax Benefit including top-up payments and end of year supplement payments may be used to repay any money you owe and offset a tax debt, if you have one.

If you underestimate your annual family income for family assistance

If your annual family income is more than you estimated and you have been paid too much, you will have to pay back any Family Tax Benefit and/or Child Care Subsidy you should not have been paid. See 'Payment options—to reduce your risk of an overpayment', on page Notes—28 for information on options to reduce the risk of an overpayment.

Lodging tax returns for family assistance

You (and your partner) must lodge an income tax return and have your income details confirmed by the Australian Taxation Office, or tell us that you are not required to do so within the required timeframe. The Australian Taxation Office can tell you whether you are required to lodge an income tax return. If you do not do either of these things, any Family Tax Benefit you have received will become a non-lodger debt and will have to be paid back.

If you are not required to lodge a tax return, we may still confirm your income with the Australian Taxation Office. We may use information from a number of sources including payment summaries lodged by your employers and declarations from financial institutions about interest earned or dividends received.

Your family assistance payments will be balanced after the end of the financial year

A checking process occurs after the end of the financial year. The amount of Family Tax Benefit and/or Child Care Subsidy you received through the year will be checked against the amount you should have received, based on your actual annual family income. This is done **after you (and/or your partner) have lodged a tax return and had your income details confirmed by the Australian Taxation Office** or have advised us that you (and/or your partner) are not required to lodge an income tax return.

Family Tax Benefit Part A and Part B supplement payments are available at the end of the financial year once your payments have been balanced. To receive the Family Tax Benefit Part A supplement, a combined adjusted taxable income limit of \$80,000 or less applies. Payment of the supplements is dependent on tax returns being lodged within the required timeframe and having your income details confirmed by the Australian Taxation Office, or advising us that you (and/or your partner) are not required to lodge a tax return.

Important information

You cannot receive Family Tax Benefit payments on a fortnightly basis if you (and/or your partner) have not been entitled to Family Tax Benefit for 2 consecutive financial years. This occurs when your (and/or your partner's) actual adjusted taxable income is over the income limits.

If you (and/or your partner) are no longer entitled to receive Family Tax Benefit payments fortnightly, you (and/or your partner) may also lose access to additional supplements or services, including but not limited to Rent Assistance, a Health Care Card or the lower threshold of the Medicare Safety Net.

If you (and/or your partner) are no longer entitled to receive Family Tax Benefit Part A and Part B payments fortnightly, your Family Tax Benefit will be cancelled.

If your (and/or your partner's) actual adjusted taxable income reflects that you are eligible for Family Tax Benefit, a lump sum claim can be lodged after the end of the financial year.

You should contact us if your circumstances change to see if you are able to regain access to fortnightly payments of Family Tax Benefit.

What happens if I do not lodge my tax return or notify Centrelink that I am not required to lodge my tax return within the required timeframe?

You will no longer receive your Family Tax Benefit on a fortnightly basis if you (and/or your **current** partner) do not:

- lodge your income tax returns and as a result, a debt is raised or
- tell us you (and/or your **current** partner) are not required to lodge your income tax returns within the required time frame.

Continued

This may also apply where you (and/or your **current** partner) have outstanding debts from previous financial years you received Family Tax Benefit and did not lodge an income tax return, or tell us you were not required to lodge.

Should you (and/or your **current** partner) receive further non-lodger debts as a result of not lodging your income tax returns, your Family Tax Benefit payments may be cancelled and neither you nor your current partner will be eligible to be paid until the debts are resolved or the outstanding income tax returns are lodged and income details confirmed by the Australian Taxation Office.

What is adjusted taxable income?
Questions 62 and 63
Questions 226 and 227

For more information about taxable income, go to ato.gov.au

Adjusted taxable income consists of:

- taxable income
- exempt reportable fringe benefits
- reportable fringe benefits
- reportable superannuation contributions
- total net investment losses
- tax free pensions or benefits
- foreign income
- tax exempt foreign income
- LESS child support you have paid.

Taxable income

Taxable income = gross income less allowable deductions.

Taxable income is the amount remaining after you take away all your allowable deductions from your assessable or gross income. Even if you do not expect to or are not required to lodge a tax return for the 2020–21 financial year, any income you earn in the financial year is still considered taxable income and you should include it in your estimate.

| | |
|--|---|
| Your gross income may include the following: | |
| • money from employment | • partnership* and trust distributions |
| • Parental Leave Pay | • many income support payments such as pensions and benefits** |
| • Dad and Partner Pay | • capital gains on disposal of assets |
| • Disaster Recovery Allowance | • superannuation withdrawals † (Do not include First Home Super Saver Scheme amounts or early release of superannuation as part of the COVID-19 stimulus package.) |
| • business income | • eligible termination payments |
| • rental income | • income from banks, credit unions, building societies |
| • interest | • overtime, bonuses, pay rises and maternity payments |
| • dividends | • JobKeeper Payment |
| allowable deductions which should be taken away from your gross income include: | |
| • deductions for work-related expenses | |
| • expenses incurred for business purposes | |
| • gifts and donations to eligible charities and organisations | |

* Partnership—means that income from the partnership which is declared to the Australian Taxation Office as partnership income. If you and your partner jointly own a rental property, this is not regarded as being a partnership unless the income from the property is reported to the Australian Taxation Office as partnership income. Each co-owner's share of the income and expenses stated in their individual tax returns must be provided to us when claiming family assistance and updating income estimates.

** See **Australian Government pensions or benefits** table on page Notes—24

† Superannuation withdrawals under the First Home Super Saver Scheme and early release of superannuation as part of the COVID-19 stimulus package are not counted as taxable income for family assistance and child support payments.

Parental Leave Pay and Dad and Partner Pay are not income support payments, and any Parental Leave Pay or Dad and Partner Pay you receive must be included in your estimate of taxable income for family assistance purposes.

Parental Leave Pay and Dad and Partner Pay is counted as income for calculating the rate of income support payments. We will include this in the income calculation of your income support payment for you.

ABSTUDY is not an income support payment, however some components, such as Living Allowance, are taxable and should be included in your estimate of taxable income for family assistance purposes. For more information, go to servicessaustralia.gov.au/abstudy

****An income support payment is any of the following Australian Government pensions or benefits:**

| | | | |
|--------------------------------------|---|----------------------------|---|
| • Age Pension | • Department of Veterans' Affairs Service Pension, Income Support Supplement, Veteran Payment or Defence Force Income Support Allowance | • Farm Household Allowance | • Widow Allowance |
| • Austudy | | • JobSeeker Payment | • Youth Allowance |
| • Carer Payment | | • Parenting Payment | • Youth Disability Supplement (paid with Youth Allowance or ABSTUDY living Allowance) |
| • Coronavirus Supplement | | • Partner Allowance | |
| • Disability Support Pension | | • Special Benefit | |
| • Disability Support Pension (Blind) | | • Special Needs Pension | |

If a tax return is lodged, your taxable income is the income shown on the assessment notice from the Australian Taxation Office for you (and/or your partner). Last year's assessment notice amount may help you estimate your taxable income for the current year.

If you (and/or your partner) are receiving an income support payment such as Parenting Payment or JobSeeker Payment, you also need to report your income details to make sure your income support payments are correct.

Reportable fringe benefits

Reportable fringe benefits are provided by your employer and are counted as part of your income. Reportable fringe benefits are non-cash benefits you receive (or assign to someone else) from your employment. The value of any reportable fringe benefits will be recorded on your payment summary for the financial year ending 30 June 2021 and will relate to fringe benefits received between 1 April 2020 and 31 March 2021. You can ask your employer to tell you the amount that is expected to be shown on your payment summary.

For more information, go to servicessaustralia.gov.au/familyincomeestimate

Examples of reportable fringe benefits provided by employers

| | |
|--|--|
| • helping you pay your rent or home loan | • providing a home phone |
| • providing a car | • paying your child(ren)'s school fees |
| • paying your health insurance premiums | • paying your child care expenses |

An employer's contribution to a complying superannuation fund is not a fringe benefit.

Exempt reportable fringe benefits

Exempt reportable fringe benefits are any reportable fringe benefits received from a not for profit organisation which is eligible for a fringe benefits tax exemption under section 57A of the *Fringe Benefits Tax Assessment Act 1986*. You should check with your employer's payroll area if you are not sure if you receive exempt reportable fringe benefits.

All other reportable fringe benefits

Any reportable fringe benefits received from all other employers that are not eligible for a fringe benefits tax exemption.

Reportable superannuation contributions

Any reportable superannuation contributions are included as income and used to work out your family assistance. Reportable superannuation are personal superannuation contributions made by you or on your behalf by your employer that you will claim as a tax deduction.

These are above those required by law such as an industrial award or the superannuation guarantee. If you have reportable superannuation contributions, you need to make sure this income is declared to us as part of your family income estimate.

If you do not know if this applies to you, contact your employer, financial adviser or the Australian Taxation Office.

Total net investment losses

The value of any net investment losses is added back to your estimated annual income. If you expect to make a loss from rental property income, investment income or both, you need to give details of the total amount of losses. Record losses from investment earnings, not capital losses.

For example:

Tony expects to make a net loss of \$3,000 on his rental property, but expects to have net income of \$1,000 from his investments. The total net investment loss he must record is \$3,000. Annette expects to make a loss from rental property income of \$4,500 and a loss from investment income of \$1,200. The total net investment loss she must record is \$5,700.

As there are 2 different investment types, Tony cannot use the net income from the financial investment to reduce the rental property loss for family assistance purposes.

How do I work out my total net investment loss?

If you expect to make a loss from rental property income, investment income or both, you need to give us the details of the total amount of losses. It is important you only record losses from investment earnings, not capital losses.

A capital loss is the difference between the purchase price and sale price, where an asset is sold for less than it was purchased for. Investment earnings include taxable and tax exempt interest, dividends and rental income.

If you do not know if this applies to you, contact your accountant, financial adviser or the Australian Taxation Office.

Tax free pensions or benefits

Income from tax free pensions and benefits that you (and/or your partner) receive through Services Australia or the Department of Veterans' Affairs must be included in your estimate of annual income for family assistance purposes.

Tax free pensions or benefits do not include Family Tax Benefit, Bereavement Payment, Rent Assistance, Remote Area Allowance, Carer Allowance, Language, Literacy and Numeracy Supplement or Pharmaceutical Allowance (paid by either Services Australia or the Department of Veterans' Affairs).

Continued

Services Australia tax free pensions include:

- Disability Support Pension paid to a person who is not old enough to receive the Age Pension
- Youth Disability Supplement paid with Disability Support Pension
- Carer Payment where both the carer and the person being cared for are not old enough to receive the Age Pension
- Wife Pension paid where both the recipient and the spouse (if applicable) are not old enough to receive the Age Pension.

Department of Veterans' Affairs tax free pensions include:

- Invalidity Service Pension where the recipient is not old enough to receive the Age Pension
- Disability Pension, War Widow's and War Widower's Pensions
- Special Rate Disability Pension
- Partner Service Pension where both the carer, and the veteran being cared for, are under Age Pension age and the veteran has died and received an Invalidity Service Pension at the time of death
- Defence Force Income Support Allowance, if it is tax free
- Permanent Impairment as defined in the *Military Rehabilitation and Compensation Act (2004)* (MRCA)
- Wholly Dependent Partner.

If you are not sure what type of payment you get from the Department of Veterans' Affairs, you should contact them on **1800 555 254**.

Foreign income

Any income earned, derived or received from sources outside Australia that you (and/or your partner) receive for which you do not have to pay Australian tax is counted as foreign income. Foreign income is included in your estimate of annual income for family assistance purposes.

Newly arrived residents should include foreign income earned in the 2020–21 financial year before arriving in Australia when estimating their income for the 2020–21 financial year. You should use the exchange rate applicable to convert foreign income amounts into Australian dollars. For more information on foreign income and exchange rates, go to servicessaustralia.gov.au/familyoverseasincome

Tax exempt foreign income

Tax exempt foreign income is any income for qualifying service on a particular approved project (under section 23AF of the *Income Tax Assessment Act 1936*) and/or foreign service (under section 23AG of the *Income Tax Assessment Act 1936*) for a continuous period of 91 days or more. If you (and/or your partner) receive this type of income, it will be recorded on your (and/or your partner's) payment summary. If you (and/or your partner) expect to pay Australian tax on any foreign income, include this amount in your (and/or your partner's) taxable income component.

Child support you pay

Child support includes:

- private child support—any amount you (and/or your partner) pay directly to another person (either as a result of a court order or a private agreement)
- any child support you (and/or your partner) pay through us
- non-cash child support—for example school fees, rent/mortgage payment
- other amounts—which are not part of a property settlement.

You (and/or your partner) should keep proof of the child support you (and/or your partner) pay as you (and/or your partner) may be asked to show evidence of your (and/or your partner's) claim.

The full amount you (and/or your partner) pay for child support is subtracted from your (and/or your partner's) estimate of annual income.

Continued

Your income for Parental Leave Pay will be for the financial year **before** the date of this claim or the date of actual birth or adoption of the child, whichever is earlier. For example, if you are lodging a pre-birth claim for Parental Leave Pay during the 2020–21 financial year, we need to know the amount of child support you Pay as part of your 2019–20 financial year income. Any child support you Pay must be for your own child support assessment (not your partner's), in the financial year.

When you may need to give us a new estimate of your annual family income

A new annual estimate for family assistance is required when circumstances change, such as returning to work, commencing a relationship with a new partner, every time your (and/or your partner's) income changes, a new financial year and if you (and/or your partner) stop receiving a government pension or benefit.

If you receive Family Tax Benefit or Child Care Subsidy, you can update your family income by:

- logging into your Centrelink online account through myGov. Then select 'Update Family Income Estimate' from the family assistance menu. If you do not have a myGov account, you will need to create one first by going to **my.gov.au** and then link it to your Centrelink online account.
- signing into our **Express Plus Centrelink mobile app** and selecting 'Income Estimate' from the menu. If you do not have the app, you can download it to your smart device from the App Store or Google Play.*
- calling us on **136 150** (call charges may apply) say 'Update my estimate' and follow the prompts. You will need to enter your **Customer Reference Number (CRN)** when you call.
- using the computers available at our service centres if you do not have access at home.

* You can download the Express Plus Centrelink mobile app from the App Store and Google Play™. App store is a service mark of Apple Inc., registered in the U.S. and other countries. Google Play is a trademark of Google Inc.

Tips to help you (and/or your partner)

1. **Get to a reasonable starting point for your income estimate.**

Start with what you are earning this financial year.

2. **Think about things that may change.**

Will there be any changes that will affect your work or pay?

Will you have additional income from:

- working overtime
- changing casual work, shift work or contract work
- pay rises
- lump sum payment(s)
- receiving a redundancy payout
- child support
- Parental Leave Pay and/or Dad and Partner Pay
- changing jobs
- returning to work
- work bonuses
- business or self-employment
- other income, for example, capital gains or commissions.

Will your annual family income for this financial year increase, decrease or stay the same?

3. **Keep your estimate up-to-date.**

You can notify a change in your annual family income estimate:

- by logging into your Centrelink online account through myGov
- by using the Express Plus Centrelink mobile app
- by using telephone self service on **136 240**
- by calling **136 150** Monday to Friday, between 8 am and 5 pm (local time)
- by visiting one of our service centres.

Payment options—to reduce your risk of an overpayment

Your payment options Questions 235–237

Family Tax Benefit recipients may have their ongoing payments adjusted automatically to avoid or reduce a projected Family Tax Benefit overpayment. This will apply to all Family Tax Benefit recipients who receive their payment in fortnightly instalments.

There are several other options available to you to reduce the risk of an overpayment of Family Tax Benefit after the end of the financial year.

You can change your payment option at any time. Your new payment option will only apply to the remaining part of the year. However, you cannot change the way you have already received your Family Tax Benefit entitlement. The only exception to this is if you can prove financial hardship.

For more information on Family Tax Benefit payment choices and how your payment choice affects other payments, go to servicessaustralia.gov.au/ftb

Your payment choice for Family Tax Benefit Part A Question 235

There are 3 different ways you can receive Family Tax Benefit Part A.

Option 1—ALL of your Family Tax Benefit Part A paid fortnightly

If you are confident about estimating your income accurately, you may like to take all of your Family Tax Benefit Part A as a fortnightly payment. This form does not collect information for Family Tax Benefit for a previous financial year. If you want to be paid Family Tax Benefit for a previous financial year, or as a lump sum payment, see option 3 below.

Option 2—BASE RATE of Family Tax Benefit Part A paid fortnightly

If you are not confident about estimating your income accurately, you may like to take the base rate of your Family Tax Benefit Part A fortnightly and receive the balance of any entitlement after the end of the financial year. You (and/or your partner) must lodge an income tax return, or tell us that you are not required to lodge, before you can be paid the balance.

Option 3—receive ALL Family Tax Benefit Part A as an annual payment

If your income is extremely variable, or you are not confident that you can estimate your income accurately, Option 3 may be best for you. You may also like to take this option if your annual family income is relatively high and you do not mind the idea of receiving a lump sum payment after the end of the financial year rather than fortnightly payments.

Zero rate of Family Tax Benefit Questions 18, 116

Receiving a zero rate means you have already lodged a claim for Family Tax Benefit and have received a letter advising that you are eligible for Family Tax Benefit, but:

- you have chosen to receive all of your payment at the end of the financial year after your tax return(s) have been lodged and your actual adjusted taxable income has been received from the Australian Taxation Office, or
- your fortnightly payments have stopped because you or your partner have not lodged your tax return(s) for a previous year.

You are not receiving a zero rate if you lodge a claim for Family Tax Benefit as an annual lump sum each financial year, or if your Family Tax Benefit has been cancelled for any reason.

Rent Assistance

If you have chosen Option 2 or Option 3 above and you receive Rent Assistance paid with your Family Tax Benefit, you can choose to continue to receive your Rent Assistance as a fortnightly payment.

If you have not previously provided proof of the rent you pay, you may be asked to provide this.

Continued

Your payment choice for Family Tax Benefit Part B

Question 236

There are 2 choices about how you can receive Family Tax Benefit Part B.

Option 1—ALL of your Family Tax Benefit Part B as a fortnightly payment

You may like to take Option 1 and receive all of your Family Tax Benefit Part B as a fortnightly payment if you are a single parent, or you are a stay at home parent with a partner who works full-time especially if you do not expect to earn an income at any stage this financial year.

Option 2—receive ALL Family Tax Benefit Part B as an annual payment

Taking all of your Family Tax Benefit Part B annually is a good choice for couple families who have one member of the couple out of the work force temporarily to care for the child(ren). Since Family Tax Benefit Part B is based on the income of the lower income earner, it is also a good choice if the lower income earner is not confident about estimating their income accurately.

Return to work

Family Tax Benefit Part B and returning to work

Questions 228–231

If you (or your partner):

- are the lower income earner in a couple, and
- commence or return to work for the **first** time after the birth of a child or caring for a child who has come into your care,

you may be entitled to the maximum rate of Family Tax Benefit Part B for the period during the financial year before you commenced or returned to work. Family Tax Benefit Part B is not payable for families in receipt of Parental Leave Pay. It is also not payable to families if the higher earner's income is more than \$100,000 for the financial year.

If you receive Family Tax Benefit payments fortnightly and want to apply for this extra assistance you need to tell us that you have commenced or returned to work as soon as this occurs. You must tell us that you have commenced or returned to work before 30 June of the following financial year to receive the assistance.

If you claim Family Tax Benefit as a lump sum after the end of the financial year, you need to tell us your return to work details on the lump sum claim for the financial year in which your return to work occurred. For example, if you return to work on 1 September 2020, you should be claiming your return to work on a 2020–21 lump sum claim form.

You have 12 months from the end of the financial year in which you commenced or returned to work to lodge the claim.

Return to work definition for Family Tax Benefit Part B

Work is defined as any work for financial gain or reward that involves a 'substantial degree of exertion'. This means you have been **actively** involved as an employee or in self-employment.

You are considered to have commenced or returned to work if you work for an average of at least 10 hours per week over 4 consecutive weeks. The return to work date is the **first** day that you work an average of at least 10 hours per week.

You may be eligible for the extra assistance for the period in the financial year before commencing or returning to work during which you were **not** working and **not** receiving other employment related income.

Continued

Eligible child

For the purpose of the return to work assistance, an eligible child is generally the most recent child to come into your care. The extra assistance for parents who commence or return to work is available mainly where one parent of a couple has taken a break from work to care for a child, including newborns but also child(ren) who have recently come into care.

Other employment related income

This form will ask you about other types of work related income that you may have received after stopping paid work. This includes:

- paid leave (such as paid maternity leave, long service leave, recreation leave, sick leave)
- Parental Leave Pay
- Dad and Partner Pay
- a payment of compensation or a payment of insurance in respect to an inability to earn, derive or receive income from paid work during the period
- income that is derived from previous self-employment, such as from an interest or investment connected with your previous self-employment.

Lower income earner

The lower income earner is generally the member of the couple with the lowest actual adjusted taxable income after the end of the financial year. Also, for the purpose of this extra assistance, the lower income earner can be considered to be the member of the couple who had the lowest income estimate, provided the other member of the couple has not returned to work.

Parental Leave Pay and Family Tax Benefit Part B

You (and/or your partner) cannot receive Family Tax Benefit Part B while receiving Parental Leave Pay.

Parental Leave Pay and Newborn Upfront Payment and Newborn Supplement

If you (or your partner) are eligible for Parental Leave Pay you cannot receive the Newborn Upfront Payment and Newborn Supplement for the same child.

Child Care Subsidy

What is Child Care Subsidy?

Child Care Subsidy is a payment to help families with the cost of approved child care. Child Care Subsidy is paid directly to approved child care services to reduce the fees that families pay.

Child care providers need to be approved as a Child Care Subsidy service by the Department of Education, Skills and Employment. Child Care Subsidy approved services include:

- centre based day care such as long day care and occasional care
- family day care
- outside school hours care such as before school care, after school care and vacation care.

Your child must attend an approved child care service for you to claim Child Care Subsidy. To find an approved child care service in your area, call the Child Care Access Hotline on **1800 670 305** (TTY **1800 639 327**).

To receive Child Care Subsidy, your child **must** meet immunisation requirements.

You cannot use this form to claim Child Care Subsidy, you can claim Child Care Subsidy online by logging into your Centrelink online account through myGov. If you cannot claim Child Care Subsidy online, call us on **136 150** or visit one of our service centres.

For more information, go to servicesaustralia.gov.au/childcaresubsidy

Who is eligible for Child Care Subsidy?

You may be eligible for Child Care Subsidy if you or your partner:

- care for your child for at least 2 nights per fortnight, or have 14% care
- are liable for fees for care provided at an approved child care service
- meet the Australian residence requirements (see page Notes—20)
- generally are not temporarily outside Australia for longer than 6 weeks

Your child must also:

- be 13 years of age or under, and not attending secondary school*
- meet the immunisation requirements
- be an Australian resident or New Zealand citizen living in Australia or live with the person claiming family assistance.

If you (or your partner/ex-partner) are the grandparent or great grandparent of the child you are claiming Child Care Subsidy for, you may be eligible for Additional Child Care Subsidy.

For more information about Additional Child Care Subsidy, go to servicesaustralia.gov.au/childcaresubsidy

* To be eligible for Child Care Subsidy a child must be 13 years of age or under and not attending secondary school. However, you may still be eligible if your child is:

- 13 years of age or under and attending secondary school, or
- 13 years of age or under with a disability attending secondary school, or
- 14 to 18 years of age with a disability attending secondary school.

In these circumstances, you must provide evidence as to why your child cannot be left unsupervised, and confirm an adult is unable to care for the child.

Social Work Assistance

A Services Australia social worker can provide short-term counselling, support and information to help you through this difficult time. You can ask to speak with a social worker by calling us on **136 150** Monday to Friday, 8 am to 5 pm local time.

For more information, go to servicesaustralia.gov.au/bereavement

If you are affected by family and domestic violence, and are concerned about your or your family's safety, there is support available.

For more information, go to servicesaustralia.gov.au/domesticviolence

Double Orphan Pension

If any of the child(ren) you care for are orphans, you may be eligible for an additional payment for the child. You may be eligible for Double Orphan Pension.

For the purpose of this payment, an orphan means:

- both parents are deceased, or
- one parent is deceased and the other parent is:
 - in prison for at least 10 years, or
 - held on remand and charged with an offence that may be punishable by imprisonment for a term of at least 10 years, or
 - in a psychiatric hospital or nursing home for an indefinite period of time, or
 - uncontactable, that is, whose whereabouts are unknown, or
- both parents live outside Australia or their whereabouts are unknown, and the child has been granted refugee status by the Australian Government, or admitted into Australia under a special humanitarian program approved by the Minister with portfolio responsibility and has not at any time lived in Australia with either or both parents.

Double Orphan Pension is not payable to carers who have formally adopted the child.

For more information about Double Orphan Pension, go to servicesaustralia.gov.au/orphanpension

Carer Allowance

If any of the child(ren) for whom you are claiming have a disability that requires substantially more care and attention on a daily basis in the family home than required by a child of the same age who does not have a disability, then you may be able to receive Carer Allowance.

For more information, go to servicesaustralia.gov.au/carers

Income Management

Income Management is a way to help you manage your money to meet essential household needs and expenses. Through Income Management you can learn to better manage your finances in the long term.

For more information about income management, go to servicesaustralia.gov.au/incomemanagement

Parenting Payment

If you are the primary carer (single or partnered) of a child(ren) then you may be eligible for Parenting Payment. Parenting Payment is an income support payment to assist parents and it is paid to low income families in addition to Family Tax Benefit. It is paid to single parents with dependent child(ren) under 8 years in their care and partnered parents with dependent child(ren) under 6 years in their care. If you have a partner, only one of you can be paid Parenting Payment. If you receive Parenting Payment, you need to make sure you update changes in your income for both Family Tax Benefit and Parenting Payment.

Any claim for Parenting Payment may not be finalised until after your claim for Family Tax Benefit has been finalised.

Parental Leave Pay and Dad and Partner Pay will be counted as income for calculating the rate of Parenting Payment.

For more information about Parenting Payment, including income and asset tests, go to servicesaustralia.gov.au/parentingpayment

Payments for an older child

When your child has turned 16 years of age, Family Tax Benefit will usually be the appropriate payment for your family while your child is in full-time secondary study. In some circumstances, your child may become eligible for Youth Allowance, ABSTUDY or another payment.

However, your child will not be eligible for Youth Allowance if they are under 18 years, dependent, in full-time secondary study and living at home.

The young person must meet the income and assets tests for Youth Allowance or ABSTUDY, including a personal income test, a parental means test, and/or a partner income test (if applicable).

Families will be able to receive both Family Tax Benefit and ABSTUDY for children 16 years of age and over who need to board away from home to study.

For more information about other payments, go to servicesaustralia.gov.au

Health Care Cards

A Health Care Card helps make health care more affordable.

Family Tax Benefit Health Care Card

If your estimated income is below the income threshold for the maximum rate of Family Tax Benefit Part A by fortnightly payments you will automatically receive a Health Care Card. The card will cover dependent full-time secondary students up until they turn 19 years of age.

If you do not receive Family Tax Benefit Part A but you have care of your child for at least 14% of the time, you may be entitled to receive a Low Income Health Care Card.

Low Income Health Care Card

If you want to claim Family Tax Benefit Part A as a lump sum payment after the end of the financial year rather than as a fortnightly payment, or if you do not qualify for a Family Tax Benefit Health Care Card, you may be able to receive a Low Income Health Care Card if your income is below certain limits. To receive the Low Income Health Care Card, you need to lodge a claim. You can lodge a claim for the Low Income Health Care Card online.

Foster Child Health Care Card

If you care for a foster child, you can apply for a Foster Child Health Care Card. You can lodge a claim for the Foster Health Care Card online. Care can be under formal arrangements (through child protection or foster care agencies) or informal arrangements – for example, the carer may be an aunt, uncle, grandparent or close family friend. You can claim the card on behalf of the child, even if you do not claim Family Tax Benefit for that child. The Foster Child Health Care Card is not means tested.

Medicare Safety Net

The Medicare Safety Net helps with high medical costs for out-of-hospital medical services. If you are an individual and are enrolled with Medicare, you do not need to register for the Medicare Safety Net. All families and couples need to register for the Medicare Safety Net.

If you choose to receive your Family Tax Benefit Part A as an annual lump sum, you may not be eligible for the lower Medicare Safety Net threshold until the start of the next calendar year. If you receive Family Tax Benefit Part A fortnightly, you may be eligible for the lower Medicare Safety Net threshold from the day you receive your first Family Tax Benefit Part A payment in the calendar year.

Note: It is your responsibility to understand that how you choose to receive your Family Tax Benefit Part A payment determines your eligibility for the Medicare Safety Net Family Tax Benefit Part A threshold.

Other health assistance

Australian Immunisation Register

The Australian Immunisation Register (AIR) is a national register that records details of vaccinations given to people of all ages in Australia. It will help parents make sure that their children are fully immunised.

If your child does not have a Medicare number you can complete a Medicare enrolment for your child. Children who are enrolled in Medicare are automatically included on the Australian Immunisation Register.

Children who are not eligible to enrol in Medicare will be added when a vaccination provider sends the details of a vaccination to the Australian Immunisation Register.

For more information, go to servicesaustralia.gov.au/air

About health assistance

For more information about health assistance such as Medicare Safety Net or Pharmaceutical Benefits Scheme Safety Net, go to servicesaustralia.gov.au/medicare

Rent Assistance

You may be eligible for Rent Assistance if you rent your accommodation in the private rental market. This includes paying private rent, board or lodging for accommodation in a house, flat or unit, boarding house, hostel or private hotel. It also includes paying ground rent, site fees or mooring fees for a caravan, mobile home or boat in which you live.

If you are entitled to Rent Assistance it is generally paid fortnightly with your Family Tax Benefit payments. However, if you receive your Family Tax Benefit fortnightly, you can also choose to receive your Family Tax Benefit and Rent Assistance at the end of the financial year when your actual annual family income is known.

You are not entitled to Rent Assistance if you are the primary tenant in Government rent (that is, your (and/or your partner's) name is on the rental contract (lease) with the state or territory housing authority), or you own or jointly own the home you live in.

The rate of Rent Assistance depends on the amount of rent you pay and the number of dependent children you have in your care. Rent Assistance is added to the other components of Family Tax Benefit Part A and the total payment may be reduced depending upon your family income or child support payment(s) received.

Verifying your rent

You may need to provide verification of the amount of rent you pay if you wish to receive Rent Assistance. You can do this by providing us with a current lease or tenancy agreement. If you do not have a current lease or tenancy agreement, we may ask you to verify your rent in another way.

If you receive rent assistance, you are required to notify us if there is a change in the amount of rent you pay or a change of address. You may be requested to reconfirm or reverify your rent details when your rent or address details change or as part of a review.

For more information about Rent Assistance, go to servicesaustralia.gov.au/rentassistance

Supporting Working Parents

You and your employer can access a guide to help you understand the laws that relate to pregnancy, parental leave and returning to work. This guide will help working parents effectively discuss their rights with their employer.

For more information about Supporting Working Parents, go to supportingworkingparents.humanrights.gov.au

Grandparent Advisers

Grandparent Advisers give tailored help if you're a non parent carer who has taken on the parental responsibilities, such as:

- a grandparent who provides ongoing care
- a foster carer
- a kinship carer.

Grandparent Advisers can help you, even if you are not currently getting a payment or service from us, with the following:

- information about Medicare, Child Support and Centrelink
- arranging appointments with specialised staff, such as social workers and Multicultural Service Officers
- claiming payments
- accessing other assistance and support, such as referrals to community services in your area.

For more information about Grandparent Advisers, go to **servicesaustralia.gov.au/grandparentadvisers**

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Claim for

- **Parental Leave Pay**
- **Family Tax Benefit (FA100)**

Online services



Use our online services

You do not need to complete this form if you use our online services. Claiming online is faster and easier.

You can access your Centrelink 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 it to your Centrelink online account.

To make a claim online sign into your Centrelink online account through myGov. Select **Payments and Claims**, then **Make a Claim**.

When to use this form



Use this form if you wish to claim either or both of the following payments:

- **Parental Leave Pay**
- **Family Tax Benefit by fortnightly instalments**

You can claim these payments up to 3 months before the expected birth date or adoption of your child.

Any claim for Parental Leave Pay and Family Tax Benefit will not be finalised until after the child's actual date of birth or date an adopted child comes into your care.

What will I need?

Information required to complete this claim form for Parental Leave Pay:

- Customer Reference Numbers
- passport numbers
- the date you or your partner first arrived in Australia if you were not born in Australia
- details of periods you were outside Australia
- bank account details
- tax file number
- income details.

If you are claiming Family Tax Benefit, you and your partner will also need:

- income details
- details of periods outside Australia
- Medicare details
- tax file numbers.

For more information

Go to **servicesaustralia.gov.au/families** or visit one of our service centres.

Call us on **136 150**.

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.



Filling in this form

You can complete this form on your computer, print and sign 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 information to help you answer questions, refer to the **Notes Booklet**.

- 1** Are you claiming, or have you claimed, Parental Leave Pay or Family Tax Benefit online?

No

If you complete your claim online, it may be assessed faster.

If you need help registering for online services, call us on **136 150**.

▶ *Go to next question*

Yes

 **Do not complete this form.** Log into your Centrelink online account through myGov. Select **Payments and Claims**, then **Make a Claim**.

- 2** **Read** this before answering the following questions.

If you are claiming both Parental Leave Pay and Family Tax Benefit, tick both boxes.

If you are only claiming 1 payment, you will **not** need to complete all sections.

Which payment(s) do you want to claim for this child(ren)?

Parental Leave Pay

Family Tax Benefit

- 3** Is this claim for Parental Leave Pay and/or Family Tax Benefit **before** or **after** your child's date of birth or date the child came into your care as part of an adoption process?

Before

After

- 4** Do you (and/or your partner) have a Customer Reference Number?

No ▶ *Go to next question*

Yes ▶ Give details below

You

Your Customer Reference Number (if known)

| | | | | | | |
|----------------------|---|----------------------|---|----------------------|---|----------------------|
| <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> |
|----------------------|---|----------------------|---|----------------------|---|----------------------|

Your partner

Your partner's Customer Reference Number (if known)

| | | | | | | |
|----------------------|---|----------------------|---|----------------------|---|----------------------|
| <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> |
|----------------------|---|----------------------|---|----------------------|---|----------------------|



CLK0FA100 2012

You

- 5** Do you need an interpreter when dealing with us?
This includes an interpreter for people who have a hearing or speech impairment.

No **Go to 8**

Yes *Go to next question*

- 6** What is your preferred spoken language?

- 7** What is your preferred written language?

- 8** Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

- 9** Have you been known by any other name(s)?

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*

Other name

Type of name (for example, name at birth)

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

- 10** Your gender

Male

Female

- 11** Your date of birth

Your partner (if you have one)

- 5** Does your partner need an interpreter when dealing with us?
This includes an interpreter for people who have a hearing or speech impairment.

No **Go to 8**

Yes *Go to next question*

- 6** What is your partner's preferred spoken language?

- 7** What is your partner's preferred written language?

- 8** Your partner's name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

- 9** Has your partner been known by any other name(s)?

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*

Other name

Type of name (for example, name at birth)

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

- 10** Your partner's gender

Male

Female

- 11** Your partner's date of birth

You

- 12** Tick **ONE** of the boxes below to tell us about your relationship status right now.

If you have **ever been separated**, give the date that you most recently reconciled with your partner.

For more information, see 'Having a partner' on page 4 in the **Notes Booklet**.

Married

- Date married or reconciled with your partner

▶ **Go to 13**

Registered relationship

(your relationship is registered under Australian state or territory law)

- Date registered or reconciled with your partner

▶ **Go to 13**

De facto

(your relationship is similar to a married couple but you are not married or in a registered relationship)

- Date you started your relationship or reconciled with your partner

▶ **Go to 13**

Separated

(previously in a marriage, registered or de facto relationship)

- Date of last separation

▶ **Go to 14**

Divorced

- Date of divorce

▶ **Go to 14**

Widowed

(previously in a marriage, registered or de facto relationship)

- Date of partner's death

▶ **Go to 14**

Never married or lived with a partner **Go to 14**

If none of the above describes your current relationship status, call us on **136 150**.

- 13** Do you give permission for your partner to make enquiries with us on your behalf?

You can change this authority at any time.

No

Yes

19 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander Australians.

Are you (and/or your partner) of Aboriginal or Torres Strait Islander Australian descent?

If you (and/or your partner) are of both Aboriginal and Torres Strait Islander Australian descent, tick both 'Yes' boxes.

You

No
 Yes – Aboriginal Australian
 Yes – Torres Strait Islander Australian

Your partner

No
 Yes – Aboriginal Australian
 Yes – Torres Strait Islander Australian

20 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to people of Australian South Sea Islander descent.

Australian South Sea Islanders are the descendants of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

Are you (and/or your partner) of Australian South Sea Islander descent?

You

No
 Yes

Your partner

No
 Yes

Residence details

21 What country are you currently living in?

The country of residence is where you normally live on a long term basis.

For more information, see 'Australian Residence Requirements' on page 20 in the **Notes Booklet**.

Australia **Go to next question**

Other Country of residence

22 Have you ever travelled outside Australia, including short trips and holidays?

This question will help us to verify your Australian residence.

No **Go to next question**

Yes Give details below

Year you last entered Australia

Passport number

Country of issue

23 Are you an Australian citizen who was born in Australia?

No



You will need to provide proof of your Australian residence status (for example, **citizenship papers, passport or other documentation**).

Go to 25

Yes **Go to next question**

24 Read this before answering the following question.

We need to know if you have lived in any countries other than Australia in the last 3 years. 'Lived' means where you or your family made your home or spent a long period of time – it does not include places you visited for a holiday.

In the last 3 years have you lived outside Australia for any period?

No **Go to 33**

Yes List **all** countries, you have lived in during the last 3 years and the date you started living in each country.

Do not include short trips or holidays.

| Country | Date from |
|---------|-----------|
| | / / |
| | / / |

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

Go to 33

25 What is your country of birth?

26 What is your country of citizenship?

Australia Date citizenship granted

 Go to 32

Other Give details below

Country of citizenship

Date citizenship granted

27 What type of visa did you arrive on?

Permanent **Go to next question**

Temporary **Go to next question**

New Zealand passport (Special Category visa) **Go to 29**

Not sure **Go to 29**

28 Your visa details on arrival

Visa sub class

Date visa granted

29 Has your visa changed since you arrived in Australia?

No **Go to next question**

Yes Most recent visa details

Visa sub class

Date visa granted

30 When did you most recently start living in Australia?

31 Did your partner or either of your parents arrive on a refugee or humanitarian visa?

No

Yes

32 Read this before answering the following question.

We need to know if you have lived in any countries other than Australia since you first started living in Australia. 'Lived' means where you or your family made your home or spent a long period of time – it does not include places you visited for a holiday.

Have you **ever** lived outside Australia for any period?

No **Go to next question**

Yes List **all** countries, you have lived in since you first started living in Australia.

Include when you first started living in **Australia**.

Do not include short trips or holidays.

| Country | Date from |
|---------|-----------|
| | / / |
| | / / |
| | / / |
| | / / |
| | / / |

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

Tax details

33 Read this before answering the following questions.

You will not be paid if you do not give us your tax file number (TFN). If you have a partner, we will need their TFN too. If you or your partner do not have a TFN, or do not know what yours is, you can apply for one through the Australian Taxation Office.

In giving us your (and your partner's) TFN in relation to this claim you authorise us to use your (and your partner's) TFN for other family assistance payments and services in future where necessary.

Have you (and your partner) given us your tax file number(s) before?

No **Go to next question**

Not sure **Go to next question**

Yes **Go to 35**

34 Do you (and your partner) have a tax file number(s)?

You

No Go to **ato.gov.au**

Yes Your tax file number

If you are claiming Parental Leave Pay only, you do not need to provide your partner's tax file number.

Your partner

No Go to **ato.gov.au**

Yes Your partner's tax file number

Multiple birth details

35 Are you expecting, or claiming for a multiple birth, multiple adoption or for multiple children entrusted to your care?

No **Go to 37**

Yes **Go to next question**

36 How many children are you expecting, or claiming for as part of the same birth, adoption or entrustment to care process?

Parental Leave Pay details

37 Are you claiming Parental Leave Pay?

No **Go to next question**

Yes **Go to 39**

38 Is your partner claiming Parental Leave Pay?

This includes if your partner has already claimed or is intending to claim Parental Leave Pay for this child.

For more information, see 'Who is eligible for Parental Leave Pay?' on page 7 in the **Notes Booklet**.

No **Go to 116**

Yes Your partner needs to complete a separate claim for Parental Leave Pay. If your partner does not lodge a claim for Parental Leave Pay within 28 days of this claim, you may be paid the Newborn Supplement automatically, where Family Tax Benefit Part A has been paid. If your partner is eligible for Parental Leave Pay after you have been paid the Newborn Supplement you may have an overpayment.

Generally the birth mother or initial primary carer of an adopted child must first lodge a claim and establish their eligibility to Parental Leave Pay before their partner claims.

► **Go to 116**

39 Where do you want your Parental Leave Pay payments made?

This account will only be used if your Parental Leave Pay is to be paid by us.

I am already receiving Family Tax Benefit. Continue to use the account details already provided for my Family Tax Benefit payments. **Go to next question**

I want to nominate a different account for my Parental Leave Pay **Give details below**

Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

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

Parental Leave Pay is a taxable payment. If we pay you directly, we will withhold PAYG at the rate of 15% unless you nominate a different tax rate.

Would you like to nominate a different PAYG tax rate?

No **Go to next question**

Yes You must choose a rate between 0% and 50%

 %

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

You can claim Parental Leave Pay for only 1 child in each pregnancy or adoption process.

For a multiple birth, you may be eligible for Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for the other child(ren). If you are claiming for more than 1 child from the same pregnancy, you will need to complete the eligibility questions for both Parental Leave Pay and Family Tax Benefit. You will need to choose which child will be the Parental Leave Pay child when you supply this child's details.

If you are claiming Parental Leave Pay **for child(ren) not from the same pregnancy or adoption process you may be eligible for Parental Leave Pay for more than 1 child.**

Are you claiming Parental Leave Pay for more than 1 child?

No **Go to 43**

Yes **Go to next question**

42 How many children are you claiming Parental Leave Pay for?

Copy and complete Parental Leave Pay pages 10 to 20 with questions 43 to 115 for each child.

43 What is, or will be, your relationship to this child you are claiming Parental Leave Pay for?

Birth mother *Go to next question*

Adoptive parent *Go to 46*

Legal parent *Go to 50*

Foster carer *Go to 47*

Partner of birth mother *Go to 49*
(where your partner has already claimed Parental Leave Pay)

Partner of adoptive parent *Go to 49*
(where your partner has already claimed Parental Leave Pay)

Partner of the legal parent *Go to 49*
(where your partner has already claimed Parental Leave Pay)

None of the above *Go to 50*
(for example, grandparent)

44 Are you, or will you be, the primary carer of this child?

No *Go to next question*

Yes *Go to 54*

45 Are you giving, or have you given, your child up for adoption or as part of a surrogacy arrangement?

No *Go to 54*

Yes Parental Leave Pay is only available to you within the first 18 weeks from the birth of your child for maternal recovery purposes. To be paid arrears from the date of birth, you must submit the proof of birth within 28 days of the birth.

▶ *Go to 55*

46 Was this child in your (and/or your partner's) care before the adoption process started?

For more information, see 'Adoptions' on page 4 in the **Notes Booklet**.

No *Go to 49*

Yes *Go to 49*

47 Do you, or will you, have care of this child through a formal foster care arrangement made by your state or territory?

For more information, see 'State based care' and 'Parental Leave Pay and foster care' on page 4 in the **Notes Booklet**.

No *Go to 49*

Yes *Go to next question*

48 Has the child been placed in your care as part of the process of adoption?

No Formal foster carers are not eligible for Parental Leave Pay, however you may be eligible for the Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A.
▶ *Go to 115*

Yes  Provide supporting documents from your state or territory agency outlining the proposed adoption arrangement.
▶ *Go to next question*

49 Are you claiming Parental Leave Pay because your partner is, or will be, transferring some or all of their Parental Leave Pay to you?

Generally the birth mother or initial primary carer of an adopted child must first lodge a claim and establish their eligibility to Parental Leave Pay before their partner claims. For more information, see 'Who is eligible for Parental Leave Pay?' on page 7 in the **Notes Booklet**.

No

Yes

50 Are you expecting to have care of this child for at least 26 weeks?

No

Yes

51 Is the previous primary carer and/or their partner incapable (for example, hospitalised) of caring for this child for at least 26 weeks?

No *Go to next question*

Yes You may be required to provide evidence of this incapacity.
▶ *Go to next question*

52 Has a court made a parenting order stating the mother is no longer caring for this child and stating that you are caring for this child, or has a court made a parentage order reassigning parentage of this child to you?

For more information, see 'Parental Leave Pay – exceptional circumstances' on page 4 in the **Notes Booklet**.

No *Go to next question*

Yes  Provide the parenting order or court order if you have not already done so.
▶ *Go to next question*

53 Are you, or will you be, the primary carer of this child?

No *Go to 55*

Yes *Go to next question*

54 Has this child already come into your primary care?

No **Go to 59**

Yes **Go to next question**

55 Have you returned to work since this child's birth or date they came into your care?

For more information, see 'Parental Leave Pay and returning to work' on page 13 in the **Notes Booklet**.

No **Go to 57**

Yes From what date

You may not be eligible for the Paid Parental Leave period if you have returned to work. However, some exceptions apply, go to servicesaustralia.gov.au/parentalleavepay
▶ **Go to next question**

56 Have you returned to work due to:

For more information, see 'What are the allowable reasons for working?' on page 13 in the **Notes Booklet**.

Tick one only

Defence force or law enforcement officer recalled to duty

Essential worker responding to a state/territory or national emergency

Complying with a summons

Newborn was unlawfully removed from your care

Newborn remaining in hospital more than 14 days

None of the above

If you returned to work for one of these reasons, you may need to provide proof of these circumstances, such as a letter from your employer or hospital, or court documents.

Paid Parental Leave scheme income details

57 **Read** this before answering the following questions.

Your Paid Parental Leave scheme income test will be based on the previous financial year of one of the following:

- the date of this claim, or
- the date of the actual birth, or
- the date this child came into your care.

The earliest of these dates will determine the correct financial year.

What date did the child come into your care?

58 What is the previous financial year to the date provided at question 57?

For example, if the child came into your care on 1 November 2020, (within the 2020–21 financial year) the previous financial year to this date would be 2019–20.

FY **Go to 62**

59 What date do you expect this child to come into your care?

Expected date of birth

Or

Expected date the child will come into your care

60 What date are you lodging this claim?

61 What is the previous financial year to the date this claim is being lodged?

For example, if you lodge this claim within the 2020–21 financial year, the previous financial year would be 2019–20.

FY

Paid Parental Leave scheme income details

62 Complete details of your income using the following table for the financial year indicated in question **58** or **61**.
If you did not receive income from any of the following sources, write **\$0** in the boxes.

For more information, see 'What is adjusted taxable income?', on page 23 in the **Notes Booklet**.

| | | You |
|---|--|------------------------------|
| A | Estimated taxable income from salary and wages | \$ <input type="text"/> |
| B | Estimated taxable income from lump sum payment(s) | \$ <input type="text"/> |
| C | Estimated taxable income from business or self-employment | Profit <input type="text"/> |
| | | or Loss <input type="text"/> |
| D | Estimated taxable income from investments | Profit <input type="text"/> |
| | | or Loss <input type="text"/> |
| E | Estimated taxable income from real estate | Profit <input type="text"/> |
| | | or Loss <input type="text"/> |
| F | Estimated taxable income from government pensions or benefits | \$ <input type="text"/> |
| G | Other estimated taxable income | AUD <input type="text"/> |
| Total estimated taxable income (total of A to G) | | = \$ <input type="text"/> |

63 Provide details of how much you received from any of the following sources for the financial year indicated in question **58** or **61**.
If you did not receive income from any of the following sources, write **\$0** in the boxes.

| | | You |
|----------|---|--|
| A | Exempt reportable fringe benefits | Estimated amount \$ <input type="text"/> |
| B | All other reportable fringe benefits | Estimated amount \$ <input type="text"/> |
| C | Reportable superannuation contributions | Estimated amount \$ <input type="text"/> |
| D | Total net investment losses If you entered a net loss for your taxable income from investments and/or real estate at question 62 (D or E) , you should copy the amount of the loss here. | Estimated amount <input type="text"/> |
| | | – \$ <input type="text"/> |
| E | Tax free pensions and benefits | Estimated amount \$ <input type="text"/> |
| F | Foreign income | Estimated amount AUD <input type="text"/> |
| G | Tax exempt foreign income | Estimated amount AUD <input type="text"/> |
| H | Child support you have paid | Estimated amount \$ <input type="text"/> |

70 Read this before answering the following questions.

Your Paid Parental Leave period and connected Flexible Paid Parental Leave days will be provided to you by your employer in your usual pay cycle if you:

- have worked for your employer for 12 months or more before the expected date of birth or adoption
- will be their employee for your Paid Parental Leave period and connected Flexible Paid Parental Leave days
- are an Australian-based employee, and
- expect to receive at least 8 weeks of Parental Leave Pay.

For more information, see 'Who will provide your Parental Leave Pay' on page 8 in the **Notes Booklet**.

Are you currently employed?

You are still employed if you are on paid or unpaid leave from your job.

No This means you do not have a job to return to after your parental leave. If you are eligible for Parental Leave Pay, you will be paid by us.
▶ *Go to next question*

Yes *Go to 72*

71 What date did you stop working?

▶ *Go to 74*

72 Will you still be employed by your employer from your child's date of birth or adoption until the end of your Paid Parental Leave period and connected Flexible Paid Parental Leave days?

You are still employed if you are on paid or unpaid leave from your job.

No If you are eligible for Parental Leave Pay, you will be paid by us.
▶ *Go to 74*

Yes *Go to next question*

73 Read this before answering the following question.

If your employer is not required to provide your Paid Parental Leave period and connected Flexible Paid Parental Leave days, they can still choose to provide your payment. You and your employer must agree for this to happen.

For more information, see 'Who will provide your Parental Leave Pay' on page 8 in the **Notes Booklet**.

Do you give your employer permission to pay your Parental Leave Pay?

No Your employer will not be contacted if they are not required to provide your Parental Leave Pay.
▶ *Go to next question*

Yes You should speak with your employer as soon as possible if you would like them to opt-in to provide your Parental Leave Pay.
▶ *Go to next question*

Paid Parental Leave scheme work test details

74 Read this before answering the following questions.

To be eligible for Parental Leave Pay, you must meet the work test. To do this you must have:

- worked for 295 days (approximately 10 months) of the relevant 392 day (approximately 13 month) period, and
- worked at least 330 hours in that 295 day (approximately 10 month) period (just over 8 hours a week).

You cannot have a continuous gap within that 295 day (approximately 10 month) period which is longer than:

- 8 weeks (56 days) if your child was born, adopted or came into your care **before** 1 January 2020
- 12 weeks (84 days) if your child was or expected to be born, adopted or come into your care **on or after** 1 January 2020.

There are some exceptions if you do not meet the work test due to pregnancy related complications, illness and/or premature birth.

If you had to stop working in a dangerous job that was a risk to your pregnancy and your child was born **on or after** 1 January 2020, you may be able to use a different work test period.

If you do not meet the work test in the 13 months before the birth or adoption of your child, you may extend the work test period to 20 months if:

- you do not meet the work test because you stopped work, or your work hours were reduced, due to COVID-19, and
- your child was born or adopted between **22 March 2020** and **31 March 2021**.

To help you with calculating your work test period, complete the following dates to determine the relevant 392 day (13 month) period.

Write the date provided at question 57 or question 59 in Box A

A

Date which is 13 months before the date in Box A

B

75 Have you worked, or will you work, for at least 8 hours every week between the 2 dates at question 74?

This includes paid leave and JobKeeper Payment from your employer.

No *Go to next question*

Yes *Go to 92*

76 Have you worked, or will you work, for at least 330 hours within a 295 day (approximately 10 month) period between the 2 dates at question 74?

No *Go to 80*

Yes *Go to next question*

77 Was your child, or will your child be born or adopted **on or after** 1 January 2020?

No *Go to next question*

Yes *Go to 79*

78 Has there been a continuous gap, where you did not work, for longer than 8 weeks (56 days) within a 295 day (approximately 10 month) period between the 2 dates at question **74**?

No **Go to 93**

Yes **Go to 80**

79 Has there been a continuous gap, where you did not work, for longer than 12 weeks (84 days), within a 295 day (approximately 10 month) period between the 2 dates at question **74**?

No **Go to 92**

Yes **Go to next question**

80 Read this before answering the following question.

Based on your answers, you do not meet the work test for Parental Leave Pay. You may still be eligible as there are some exceptions to the work test.

Did you have:

a pregnancy related illness or complication

a premature birth

none of the above **Go to next question**



Provide proof that you would have met the work test had it not been for the pregnancy complications or premature birth. This needs to include medical proof **and** evidence you would have continued to work.

For more information, see 'What exceptions are there to the work test?' on page 12 in the **Notes Booklet**.

▶ **Go to 92**

81 Read this before answering the following question.

If it was unsafe for you to continue working during your pregnancy, due to the hazards in your job, you may still meet the work test using a different work test period.

For more information, see 'Dangerous Job' on page 12 in the **Notes Booklet**.

Did you stop working in a dangerous job that was a risk to your pregnancy and your child was born **on or after** 1 January 2020?

No **Go to 87**

Yes **Go to next question**

82 Read this before answering the following question.

As you have stopped working in a dangerous job, you may still meet the work test using a different work test period. You will need to answer the following questions for the new work test period.

What date did you stop working in a dangerous job?



You need to provide proof confirming that the hazards connected with your job was a risk to your pregnancy.

For more information, see 'Dangerous Job' on page 12 in the **Notes Booklet**.

▶ **Go to next question**

83 To help you in calculating your work history, complete the following dates to determine the relevant 392 day (approximately 13 month) period.

Write the date you provided at question 82 in Box A

A

Date which is 13 months before the date in Box A

B

84 Have you worked, or will you work, for at least 8 hours every week between the 2 dates at question **83**?

This includes paid leave and JobKeeper Payment from your employer.

No **Go to next question**

Yes **Go to 92**

85 Have you worked, or will you work, for at least 330 hours within a 295 day (approximately 10 month) period between the 2 dates at question **83**?

No **Go to 87**

Yes **Go to next question**

86 Has there been a continuous gap, where you did not work, for longer than 12 weeks (84 days) within a 295 day (approximately 10 month) period between the 2 dates at question **83**?

No **Go to 92**

Yes **Go to next question**

87 Read this before answering the following question.

You have not met the work test for Parental Leave Pay in the 13 month work test period before the birth or adoption of your child. You may be able to access the extended work test. For more information, see 'What is the extended work test?' on page 12 in the **Notes Booklet**.

Was your child, or is your child expected to be, born or adopted between **22 March 2020** and **31 March 2021**?

No **Go to 92**

Yes **Go to next question**

88 Is the reason you did not meet the work test because you stopped work, or your work hours were reduced, due to COVID-19?

No **Go to 92**

Yes **Go to next question**

89 Read this before answering the following questions.

As your employment was affected by COVID-19, you may still meet the work test over an extended work test period of **600 days** (approximately **20 months**).

Answer the following questions for the new work test period.

To help you in calculating your work history, complete the following dates to determine the extended **600 day** (approximately **20 month**) period.

Write the date provided at question **57** or question **59** in Box A

A

Date which is **20 months before** the date in Box A

B

90 Have you worked, or will you work, for at least 330 hours within a 295 day (approximately 10 month) period between the 2 dates at question **89**?

No **Go to 92**

Yes **Go to next question**

91 Has there been a continuous gap, where you did not work, for longer than 12 weeks (84 days) within a 295 day (approximately 10 month) period between the 2 dates at question **89**?

No

Yes

92 Was your child born or adopted on or after 1 July 2020?

No **Go to next question**

Yes **Go to 97**

93 Read this before answering the following questions.

Parental Leave Pay can only start once this child has come into your care and proof of their birth or entry to care has been provided.

To receive the full 18 weeks of Parental Leave Pay, you will need to lodge your claim and nominate a start date within 34 weeks of your child's date of birth or adoption, and at least 18 weeks before you return to work.

To be paid from the date this child comes into your care, you will need to provide all requested information and documents including the child's proof of birth or entry into care **within 28 days** of their birth or entry to care.

If you do not lodge the evidence within the required time you may only be paid from the date the evidence is provided.

If you meet the extended work test, you can choose a date to start your Paid Parental Leave period that is on or after your child's date of birth or adoption. This is even if you lodge your claim for Parental Leave Pay and proof of birth or adoption more than 28 days after the birth or adoption. For information about the extended work test, see 'What is the extended work test?' on page 12 in the **Notes Booklet**.

You will receive your first payment **after** your nominated start date. It will include any arrears you are entitled to.

You may request to change this start date before your payment commences. However, you can not change your start date if your Paid Parental Leave Period has started.

What date would you like your Paid Parental Leave period to start?

From the expected or actual
date of birth (or the date
you become/became the
primary carer)

From the date this claim is
submitted

A specific date in the future Give details below

A specific date in the **past** Give details below

(only available if you meet the extended work test – if you answered 'Yes' at question 90 and 'No' at question 91)

If you choose a start date in the past and you or your partner (if you have one) received an income support payment or Family Tax Benefit for the same period, we may have paid you or your partner too much.

94 Do you intend to transfer some or all of your Parental Leave Pay entitlement to another person?

No **Go to 112**

Yes To transfer your Parental Leave Pay, either you, or the person you are transferring to, will need to remain eligible for each day between the birth of your child and the end of the Paid Parental Leave period.

The person who will take over the primary care of the child will need to lodge a claim and be eligible for Parental Leave Pay before they can be paid.

▶ **Go to next question**

95 From what date did you, or will you, transfer primary care of this child to the new carer?

For example, if you are returning to work and your partner will be taking time off to care for this child.

/ /

96 Read this before answering the following question.

You will need to choose the start date for the Paid Parental Leave period. The new carer will not be able to choose when the Paid Parental Leave period will start. The new carer must meet all eligibility from the day they take over the primary care of the child.

How much of your Parental Leave Pay are you transferring?

the full 18 weeks **Go to 112**

the unused portion of Parental Leave Pay that is remaining when you transfer primary care of this child

97 Are you or will you be this child's birth mother?

No **Go to next question**

Yes **Go to 101**

98 Are you claiming Parental Leave Pay because someone else is transferring some or all of their Parental Leave Pay to you?

For more information, see 'Transferring Parental Leave Pay' on page 9 in the **Notes Booklet**.

No **Go to 101**

Yes **Go to next question**

99 Read this before answering the following question.

Your Parental Leave Pay may include:

- a Paid Parental Leave period of up to 12 weeks (60 payable weekdays)
- up to 30 Flexible Paid Parental Leave days.

Is someone else:

transferring some or all of their **Paid Parental Leave period** only to you **Go to 112**

giving you permission to claim some or all of their **Flexible Paid Parental Leave days** only **Go to next question**

transferring some or all of their **Paid Parental Leave period** to you **and** giving you permission to claim some or all of their **Flexible Paid Parental Leave days** **Go to next question**

100 Read this before answering the following question.

We will only pay you Flexible Paid Parental Leave for the number of days you have been given permission to use. You should talk to the person who is giving you permission to claim some of their Flexible Paid Parental Leave if you are not sure how many days have been given to you.

How many Flexible Paid Parental Leave days have been given to you by another person?

Number (1–30) of days

days

If at question 99 you answered:

- giving you permission to claim some or all of their **Flexible Paid Parental Leave days** only **▶ Go to 111**

- transferring some or all of their **Paid Parental Leave period** to you **and** giving you permission to claim some or all of their **Flexible Paid Parental Leave days** **▶ Go to 108**

101 Read this before answering the following questions.

Your Parental Leave Pay may include:

- a Paid Parental Leave period of up to 12 weeks (60 payable weekdays), and
- up to 30 Flexible Paid Parental Leave days.

Your payment can only start once this child has come into your care and proof of their birth or entry into care has been provided.

To receive the full 12 week Paid Parental Leave period, you will need to lodge your claim and nominate a start date within 40 weeks of your child's date of birth or adoption, and at least 12 weeks before you return to work.

To be paid from the date this child comes into your care, you will need to provide all requested information and documents including the child's proof of birth or entry into care **within 28 days** of their birth or entry into care.

If you do not lodge the evidence within the required time you may only be paid from the date the evidence is provided.

If you meet the extended work test, you can choose a date to start your Paid Parental Leave period that is on or after your child's date of birth or adoption. This is even if you lodge your claim for Parental Leave Pay and proof of birth or adoption more than 28 days after the birth or adoption. For information about the extended work test, see 'What is the extended work test?' on page 12 in the **Notes Booklet**.

You will receive your first payment **after** your nominated start date. It will include any arrears you are entitled to.

You may request to change this date before your payment commences. However you cannot change your start date if your Paid Parental Leave period has started.

What date would you like your Paid Parental Leave period to start?

From the expected or actual date of birth (or the date you become/became the primary carer)

From the date this claim is submitted

A specific date in the future Give details below
/ /

A specific date in the **past** Give details below
(**only available if** you meet the extended work test – if you answered 'Yes' at question **90** and 'No' at question **91**)
/ /

If you choose a start date in the past and you or your partner (if you have one) received an income support payment or Family Tax Benefit for the same period, we may have paid you or your partner too much.

102 Read this before answering the following question.

You can choose to transfer some of your **Parental Leave Pay** to another person. You may choose to transfer:

- some or all of your **Paid Parental Leave period**
- some or all of your **Flexible Paid Parental Leave days**, or
- some or all of both your **Paid Parental Leave period** and **Flexible Paid Parental Leave days**.

See 'Transferring Parental Leave Pay' on page 8 of the **Notes Booklet**.

Do you want to transfer any of your **Parental Leave Pay** to another person?

No **Go to 108**

Yes The other person will need to lodge a claim and be eligible for Parental Leave Pay before they can be paid.
▶ *Go to next question*

103 Do you want to transfer any of your **Paid Parental Leave period** to another person?

No **Go to 106**

Yes *Go to next question*

104 Read this before answering the following question.

You will need to choose the start date for the Paid Parental Leave period. The new carer will not be able to choose when the Paid Parental Leave period will start. The new carer must meet all eligibility from the day they take over the primary care of the child.

How much of your Paid Parental Leave period are you transferring?

the full 12 weeks

the unused portion of the Paid Parental Leave period that is remaining when you transfer primary care of the child

105 From what date will you transfer primary care of this child to the new carer?

/ /

106 Do you want to give permission for another person to claim some of your **Flexible Paid Parental Leave** days?

No **Go to 111**

Yes *Go to next question*

107 Read this before answering the following question.

You can choose to give permission for another person to claim between 0 and 30 of your Flexible Paid Parental Leave days.

You can change your mind and remove permission at a later date. However, if the days have been claimed by another person, you cannot remove this permission and will not be able to get these days back.

How many Flexible Paid Parental Leave days do you give permission for another person to claim?

Number (0–30) of days

If at question **103** you answered

No **Go to next question**

Yes **Go to 111**

108 Read this before answering the following question.

For each Flexible Paid Parental Leave day you claim you must:

- be the primary carer of the child
- not be working
- meet the Paid Parental Leave residence requirements, see 'Australian residence requirements', on page 20 in the **Notes Booklet**.

You can connect some or all of your Flexible Paid Parental Leave to the end of your Paid Parental Leave period. If you do this, it means you will receive all of your Parental Leave Pay as one continuous block. This may be paid for a period of up to 18 weeks (90 payable weekdays).

You can use Flexible Paid Parental Leave days not connected to your Paid Parental Leave period on eligible dates you choose between the end of your Paid Parental Leave period and your child's second birthday or second anniversary of adoption.

Would you like to connect **all** of your Flexible Paid Parental Leave days to the end of your Paid Parental Leave period?

No **Go to next question**

Yes If you are eligible, you will receive all of your payment as one continuous block of Parental Leave Pay of up to 18 weeks.

Go to 112

109 Would you like to connect **some** of your Flexible Paid Parental Leave days to your Paid Parental Leave period?

No **Go to 111**

Yes **Go to next question**

110 How many of your Flexible Paid Parental Leave days would you like to connect to the end of your Paid Parental Leave period?

If you are eligible, you will receive these Flexible Paid Parental Leave days for weekdays immediately following the end of your Paid Parental Leave period.

Number (0–30) of days

111 Read this before answering the following question.

To receive all your Flexible Paid Parental Leave days you need to claim them before this child's second birthday or second anniversary of adoption.

For each Flexible Paid Parental Leave date you choose you must:

- be the primary carer of your child
- not be working, unless for an allowable reason
- meet the Paid Parental Leave residence requirements, see 'Australian residence requirements', on page 20 in the **Notes Booklet**.

Flexible Paid Parental Leave days cannot be:

- more than 42 days in the past, unless you meet the extended work test
- before or during your 12 week Paid Parental Leave period
- before your child's date of birth or entry into care date
- after your child's second birthday or second anniversary of adoption.

Would you like to claim some or all of your remaining Flexible Paid Parental Leave days now?

No **Go to next question**

Yes Give details below

You may be eligible for up to 30 Flexible Paid Parental Leave days.

You may have already told us you want to connect some of your days to your Paid Parental Leave period or you give permission for another person to claim some of your days. You do not need to tell us about these days here.

Dates you would like to claim your Flexible Paid Parental Leave

| From | To |
|----------------------------------|----------------------------------|
| <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |
| <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |
| <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |
| <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |
| <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |
| <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |

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

Additional Parental Leave Pay details

112 Has this child already come into your care?

No **Go to next question**

Yes **Go to 115**

113 Read this before answering the following question.

You (and/or your partner) will not be entitled to Family Tax Benefit Part B while receiving Parental Leave Pay.

For more information, see 'Parental Leave Pay and Family Tax Benefit Part B' on page 14 of the **Notes Booklet**.

Do you (and/or your partner) receive Family Tax Benefit Part B?

No **Go to 115**

Yes You may be overpaid if you (and/or your partner) receive Family Tax Benefit Part B while receiving Parental Leave Pay.

▶ **Go to next question**

114 Read this before answering the following question.

In order to avoid being overpaid Family Tax Benefit Part B during your Paid Parental Leave period and connected Flexible Paid Parental Leave days, you can choose to pause your Family Tax Benefit Part B payments from your child's expected date of birth or date this child will come into your care.

Do you want to pause your Family Tax Benefit Part B payments from your child's expected date of birth or the date this child will come into your care?

No

Yes

115 Are you claiming Parental Leave Pay **ONLY**?

No If you would like to claim Family Tax Benefit then we need to collect more information from you and your partner (if you have one).

▶ **Go to next question**

Yes If this child **is currently in your care** we need to collect information about your child.

▶ **Go to 121**

If this child **has NOT yet come into your care**.

▶ **Go to 240**

Child details

116 Do you (and/or your partner) currently receive Family Tax Benefit as a fortnightly payment or as a zero rate?

For more information, see 'Zero rate of Family Tax Benefit' on page 28 in the **Notes Booklet**.

No **Go to 118**

Yes List the child(ren) you are currently receiving Family Tax Benefit for.

| |
|--|
| |
| |
| |

▶ **Go to next question**

117 Have any of the details of the child(ren) listed in question **116** changed?

No **Go to next question**

Yes You will need to call us on **136 150** to advise of these changes, alternatively, you can complete Children details (**121 to 179**), for the child(ren) whose details have changed.

▶ **Go to next question**

118 Are you claiming for a child(ren) who has already been born or is currently in your care?

Do not include child(ren) listed at question **116**.

No **Go to next question**

Yes **Go to 121**

119 What is your child(ren)'s expected date of birth or the date this child will come into your care?

Date of birth

| | | | | |
|--|---|--|---|--|
| | / | | / | |
|--|---|--|---|--|

Or

Date this child will come into your care

| | | | | |
|--|---|--|---|--|
| | / | | / | |
|--|---|--|---|--|

120 Are you claiming for any other child(ren)?

No **Go to question 180 on page 36**

Yes **Go to next question**

Children details

121 Give the following details for any child(ren) **who are already born or who are already in your care**. Do not include any child(ren) that you have listed at question **116** unless some of their details have changed.

If you are claiming for more than 2 children, copy and provide pages (22 to 28) for each additional child before completing the details for child 1.

Child 1

122 Child's family name

Child's first given name

Child's second given name

123 Has this child been known by any other names?

No **Go to next question**

Yes List the other names

124 Child's gender

Male

Female

125 Child's date of birth

 / / 

Provide proof of birth or adoption (for example, birth certificate, a completed **Newborn Child Declaration (FA081)** form or adoption papers) if you have not already done so.

126 What is this child's country of birth?

127 Has this child **ever** travelled outside Australia, including short trips and holidays?

This question will help us to verify this child's Australian residence.

No **Go to next question**

Not applicable – **Go to next question**
never lived in Australia

Yes Give details below

Year child last entered Australia

Passport number

Country of issue

128 Is this child part of a multiple birth, multiple entrustment to care or multiple adoption?

No

Yes

129 Is this a newborn child?

No **Go to 132**

Yes **Go to next question**

130 Have you registered, or applied to register, the birth of your newborn child with your state or territory registry of births?

For more information, see 'Registering the birth of your child' on page 5 in the **Notes Booklet**.

No



It is **free** to register your child's birth. You **cannot** be paid Parental Leave Pay or Newborn Supplement with your Family Tax Benefit Part A until you have registered or applied to register the birth of your newborn child.

Yes

You may be asked to provide proof of this registration.

Not required

This is where you are not responsible by state or territory law to register the birth of your child. If you are not sure contact your state or territory registry of births for further information. We may contact you if more information is required.

131 Do you intend to lodge the Doctor/Midwife – Proof of Birth declaration on the **Newborn Child Declaration (FA081)** form as provided at the birth of your newborn child?

I have already **Go to next question**
lodged this form

No **Go to next question**

Yes



You will need to provide the Doctor/Midwife – Proof of Birth declaration or you can scan or take a photo of it and upload the image through to your Centrelink online account through myGov.

Go to next question

132 Does this child have a disability?

No **Go to next question**

Yes

Go to **servicesaustralia.gov.au/carers** for Carer Allowance and/or Carer Payment information.

Child 1

133 Is this child an orphan?

For more information, see 'Double Orphan Pension' on page 32 in the **Notes Booklet**.

No

Yes

134 Are you claiming Parental Leave Pay **ONLY** for this child?

No

If you would like to claim Family Tax Benefit for this child then we need to collect more information from you and your partner (if you have one).

▶ *Go to next question*

Yes

Do not answer any more questions for THIS child. We **DO NOT** need to collect information for Family Tax Benefit from you and your partner (if you have one).

▶ *Go to 179 on page 27*

135 The term 'parent' refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an assisted conception procedure or where a surrogacy court order is in place).

For more information on grandparents, see 'Who is eligible for Family Tax Benefit?' on page 15 in the **Notes Booklet**.

Your partner's (if you have one) relationship to this child

Birth mother

Partner of birth mother

Adoptive parent

Biological father

Partner of biological father

Grandparent

Foster parent (formal)

Foster parent (informal)

Other Give details below

136 Your relationship to this child

Birth mother ▶ *Go to next question*

Partner of birth mother ▶ *Go to 139*

Adoptive parent ▶ *Go to 142*

Biological father ▶ *Go to 138*

Partner of biological father ▶ *Go to 138*

Grandparent ▶ *Go to 140*

Foster parent (formal) ▶ *Go to 140*

Foster parent (informal) ▶ *Go to 140*

Other Give details below

▶ *Go to 140*

137 Have you given birth to any other children (excluding stillborn children) before this child?

No ▶ *Go to 145*

Yes ▶ *Go to 145*

138 Did this child come into your (and/or your partner's) care as part of a surrogacy arrangement?

No ▶ *Go to next question*

Yes ▶ *Go to 140*

139 Has the birth mother of this child given birth to any other children (excluding stillborn children)?

No ▶ *Go to 145*

Yes ▶ *Go to 145*

140 Have you (and/or your partner) previously had a child entrusted to your care?

No

Yes

141 Will you have this child in your care for at least 13 consecutive weeks?

No ▶ *Go to 144*

Yes ▶ *Go to 144*

Not sure ▶ *Go to 144*

142 Have you (and/or your partner) adopted a child before this child?

No

Yes

143 Was this child in your (and/or your partner's) care before the adoption process started?

For more information, see 'Adoptions' on page 4 in the **Notes Booklet**.

No

Yes

Child 1

- 144** If you (and/or your partner) are the birth mother, biological father or adoptive parent of this child at **both** question **135** and **136**. **Go to 145**

Who are the parents of this child?

Parent 1

Is this person deceased?

No

Yes Date of death / /

Parent 2

Is this person deceased?

No

Yes Date of death / /

- 145** Did this child come into your care from someone else?

This can include the other parent, a surrogate or foster carer.

No **Go to 148**

Yes Who cared for this child before you?

Name

Address

 Postcode

Contact phone number (if known)

- 146** When did this child come into your care?

 / /

- 147** Do you have legal or other documents to support the change of care?

No **Go to next question**

Yes  Provide a copy of this document.

- 148** Is this child under 5 years of age?

No **Go to next question**

Yes **Go to 157**

- 149** Is this child under 16 years of age?

No **Go to next question**

Yes **Go to 156**

- 150** Is this child under 20 years of age?

No **Do not answer any more questions for THIS child. Go to 179 on page 29**

Yes For more information on children aged 16–19 years, see 'Eligible child' on page 21 in the **Notes Booklet**.
▶ **Go to next question**

- 151** Is this child studying by registered home schooling or study outside Australia?

No **Go to next question**

Yes Give details below

Registered home schooling

Study outside Australia

- 152** Has this child completed a Year 12 or equivalent qualification?

No **Go to 154**

Yes Date completed

 / /

- 153** Is this child repeating Year 12?

No **Go to 156**

Yes **Go to next question**

- 154** Is this child currently in education or training (including school based apprenticeships or traineeships)?

No **Go to next question**

Yes Give details below

Name of School/College/Campus
(including Australian Technical College, or institution outside Australia)

Course title
(for example, NSW Higher School Certificate or Certificate Level II in Hospitality or title of course outside Australia)

Date this child first enrolled or started studying towards Year 12 or equivalent qualification, whichever is earlier

 / /

Date this child complete Year 12 or equivalent qualification

 / /

Is this child enrolled:

Full-time **Go to 156**

Less than full-time **Go to next question**

Child 1

155 Is there a reason this child is not in full-time education or training?

No Go to next question

Yes Give details below

| |
|--|
| |
| |
| |
| |

Start date

Date this circumstance will cease

156 Is this child receiving or has this child received either of the following payments or education allowances?

- Veterans' Children Education Scheme (VCES)
 - Military Rehabilitation and Compensation Act Education and Training Scheme (MRCAETS)
- paid by the Department of Veterans' Affairs (DVA).

No Go to next question

Yes You cannot receive both Family Tax Benefit and a VCES/MRCAETS payment from DVA. To help you decide which payment is better for your family, you should contact the DVA on **133 254** to discuss your options.
▶ Go to next question

157 Does this child spend time with someone other than you (and/or your current partner) such as one of their parents (for example, weekends, school holidays)?

To be paid Family Tax Benefit you must have care of this child for at least 35% of the time.
For more information, see 'Shared care' on page 17 in the **Notes Booklet**.

No Go to 168

Yes Who does this child spend time with?

Name

Address

| |
|--|
| |
| |
| |
| |

Postcode

Phone number

158 Read this before answering the following question.

For more information about care arrangements, see 'Shared care' on page 17 in the **Notes Booklet**.

Are your care arrangements indefinite/ongoing?

No Go to next question

Yes For shared care purposes, your percentage of care will be assessed over a 12 month period from the date the care commenced. This is called a care period and the percentage will be maintained for subsequent years unless you advise us of a change.

For information about care periods, see 'What is a care period?' on page 17 in the **Notes Booklet**.

159 Your care arrangement

Date the current care arrangement started

Date these arrangements are expected to end or change

You will need to contact us to update your care arrangements when these arrangements end or change.

160 Do you have a parenting plan, court order or written agreement that shows where this child stays?

No Go to 162

Yes  Provide a copy of the parenting plan, court order or written agreement, if you have not already done so.
▶ Go to next question

161 Are the arrangements in the parenting plan, court order or written agreement being followed?

No Go to next question

Yes Go to 167

162 Do you know what percentage of care you will have for the care period stated in question 159?

No Go to 165

Yes Go to next question

163 What percentage of care will you have during the care period stated in question 159?

Child 1

164 What percentage of care will the other parent, carer or guardian of this child have during the care period stated in question 159?

% **Go to 167**

165 How long will this child be with you for the care period stated in question 159?

Provide the total time in nights, weeks or hours.

Only write one total time.

Total number of nights or Total number of weeks or Total number of hours

166 How long will this child be with the other parent, carer or guardian for the care period stated in question 159?

Provide the total time in nights, weeks or hours.

Only write one total time.

Total number of nights or Total number of weeks or Total number of hours

167 You can provide further information about the care arrangements for this child.

For example, this child is in care with the other parent on alternate weekends from Friday 4:30 pm to Sunday 5 pm or half of the Christmas school holidays.

168 Read this before answering the following question.

If your child is **not yet enrolled in Medicare** and they are over 12 months of age, you should complete a Medicare enrolment as soon as possible. Once enrolled you will need to tell us their Medicare details.

If your child is **not eligible for Medicare**, we will check their immunisation status with the Australian Immunisation Register using their name and other personal details. We may contact you for more information.

For more information about Medicare enrolment, including eligibility, go to servicesaustralia.gov.au/medicarecard

If your child is eligible for Medicare and you do not provide the Medicare card number on which they are listed, we may not be able to check if they meet immunisation requirements and your payment will be affected.

For more information, see 'Immunisation details' on page 16 in the **Notes Booklet**.

What is this child's Medicare enrolment details?

Enrolled in Medicare **Give details below**

The Medicare card number this child is listed on

--

Child's details on Medicare card

| Reference Number | Child's full name on Medicare card |
|----------------------|------------------------------------|
| <input type="text"/> | <input type="text"/> |

Not enrolled in Medicare

Not eligible for Medicare enrolment

169 Read this before answering the following question.

If you or your partner (if you have one) have any dependent child(ren) in your care who are not from your current relationship, you (and/or your partner) are required to take reasonable action to obtain a child support assessment in order to receive more than the base rate of Family Tax Benefit Part A. You can start this assessment by applying online servicesaustralia.gov.au/childsupport

Situations where you may have a child from a previous relationship and may be required to take reasonable action to obtain a child support assessment, include when you are either:

- a single parent
- partnered and your current partner is not this child's parent, or
- partnered where you are not this child's parent, but your partner is.

Your payment(s) will be affected if you do not provide your child support details.

For more information, see 'Children from a previous relationship' on page 18 in the **Notes Booklet**.

Is this child from a previous relationship?

No **Go to 179**

Yes **Go to next question**

Child 1

170 Have you previously provided us with child support details for this child?

No Go to next question

Yes **Go to 172**

171 Is there a child support assessment for this child in place now?

No **Go to 173**

Yes Go to next question

172 Have the child support details for this child changed?

No **Go to 177**

Yes You must notify us of the change in circumstances by calling **131 272**.
▶ **Go to 174**

173 Which of the following reasons best describes your circumstances:

You or your partner have applied for an assessment and are awaiting the result Go to next question

You or your partner do not wish to apply for child support and understand that you can only receive Family Tax Benefit at the base rate for this child, if you are eligible Go to next question

You or your partner have applied for an assessment and it was unsuccessful and/or you wish to apply for an exemption from applying for child support Go to next question

If there is any reason that makes it difficult for you or your partner to apply for a child support assessment, contact us on **136 150**. For more information, see 'Exemptions from seeking a child support assessment' on page 18 in the **Notes Booklet**.

You are, or your partner is still deciding what action to take for child support Go to next question

You, or your partner if this is your partner's child, are required to take reasonable action to obtain a child support assessment for this child in order to receive more than the base rate of Family Tax Benefit Part A. You can start this assessment by applying online, go to **servicessaustralia.gov.au/childsupport**

174 Do you receive voluntary child support?

For more information, see 'Child support you receive' on page 19 in the **Notes Booklet**.

No Go to next question

Yes How much do you receive for this child?

\$ per

Date this started

/ /

175 Do you have a child support agreement, court order, court registered agreement or any other form of written agreement for child support?

No Go to next question

Yes  Provide a copy if you have not already provided it.
▶ **Go to next question**

176 Read this before answering the following question.

If you change your method of collection from Child Support Collect to Private Collect, you may elect to **discharge arrears** owed to you from the Child Support Collect period. By doing so, you are taking responsibility for collecting these amounts yourself. You must tell us if, at any time, you discharge any outstanding amounts owed to you from a previous Child Support Collect period. The discharged amounts may need to be taken into account in addition to your ongoing child support assessment amount of your Family Tax Benefit Part A, from the date it was discharged until the end of the financial year.

For more information, see 'Discharging Child Support from the responsibility for collecting arrears' on page 19 in the **Notes Booklet**.

Have you discharged any child support arrears?

No Go to next question

Yes We may contact you for additional details of the child support arrears you are receiving.
▶ **Go to next question**

177 If you do not already have a current child support case **or** you have a current case that is registered for collection, have you received any capitalised maintenance, (that you have not already told us about), from the other parent for this child?

For more information, see 'Capitalised maintenance for Child Support purposes' on page 19 in the **Notes Booklet**.

No Go to next question

Yes  Provide details.
▶ **Go to next question**

Child 1

178 Do you receive any child support for this child specifically in relation to this child having a disability or learning difficulty?

No **Go to next question**

Yes How much do you receive?

Privately

| | |
|----|-----|
| \$ | per |
|----|-----|

Through Child Support Collect

| | |
|----|-----|
| \$ | per |
|----|-----|

179 Do you have another child for whom you wish to claim Parental Leave Pay and/or Family Tax Benefit?

No **Go to 180 on page 35**

Yes If you are claiming for more than 2 children, (if you have not already copied pages 21 to 28) copy and provide pages 29 to 35 for each additional child before completing the details for child 2.
▶ **Go to next question on the next page**

Child 2

122 Child's family name

Child's first given name

Child's second given name

123 Has this child been known by any other names?

No Go to next question

Yes List the other names

124 Child's gender

Male

Female

125 Child's date of birth



Provide proof of birth or adoption (for example, birth certificate, a completed **Newborn Child Declaration (FA081)** form or adoption papers) if you have not already done so.

126 What is this child's country of birth?

127 Has this child **ever** travelled outside Australia, including short trips and holidays?

This question will help us to verify this child's Australian residence.

No Go to next question

Not applicable – Go to next question
never lived in Australia

Yes Give details below

Year child last entered Australia

Passport number

Country of issue

128 Is this child part of a multiple birth, multiple entrustment to care or multiple adoption?

No

Yes

129 Is this a newborn child?

No Go to 132

Yes Go to next question

130 Have you registered, or applied to register, the birth of your newborn child with your state or territory registry of births?

For more information, see 'Registering the birth of your child' on page 5 in the **Notes Booklet**.

No



It is **free** to register your child's birth. You **cannot** be paid Parental Leave Pay or Newborn Supplement with your Family Tax Benefit Part A until you have registered or applied to register the birth of your newborn child.

Yes

You may be asked to provide proof of this registration.

Not required

This is where you are not responsible by state or territory law to register the birth of your child. If you are not sure contact your state or territory registry of births for further information. We may contact you if more information is required.

131 Do you intend to lodge the Doctor/Midwife – Proof of Birth declaration on the **Newborn Child Declaration (FA081)** form as provided at the birth of your newborn child?

I have already Go to next question
lodged this form

No Go to next question

Yes



You will need to provide the Doctor/Midwife – Proof of Birth declaration or you can scan or take a photo of it and upload the image through to your Centrelink online account through myGov.

Go to next question

132 Does this child have a disability?

No Go to next question

Yes

Go to servicesaustralia.gov.au/carers for Carer Allowance and/or Carer Payment information.

Child 2

133 Is this child an orphan?

For more information, see 'Double Orphan Pension' on page 32 in the **Notes Booklet**.

No

Yes

134 Are you claiming Parental Leave Pay **ONLY** for this child?

No

If you would like to claim Family Tax Benefit for this child then we need to collect more information from you and your partner (if you have one).

▶ *Go to next question*

Yes

Do not answer any more questions for THIS child. We **DO NOT** need to collect information for Family Tax Benefit from you and your partner (if you have one).

▶ *Go to 179 on page35*

135 The term 'parent' refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an assisted conception procedure or where a surrogacy court order is in place).

For more information on grandparents, see 'Who is eligible for Family Tax Benefit?' on page 15 in the **Notes Booklet**.

Your partner's (if you have one) relationship to this child

Birth mother

Partner of birth mother

Adoptive parent

Biological father

Partner of biological father

Grandparent

Foster parent (formal)

Foster parent (informal)

Other ▶ Give details below

136 Your relationship to this child

Birth mother ▶ *Go to next question*

Partner of birth mother ▶ *Go to 139*

Adoptive parent ▶ *Go to 142*

Biological father ▶ *Go to 138*

Partner of biological father ▶ *Go to 138*

Grandparent ▶ *Go to 140*

Foster parent (formal) ▶ *Go to 140*

Foster parent (informal) ▶ *Go to 140*

Other ▶ Give details below

▶ *Go to 140*

137 Have you given birth to any other children (excluding stillborn children) before this child?

No ▶ *Go to 145*

Yes ▶ *Go to 145*

138 Did this child come into your (and/or your partner's) care as part of a surrogacy arrangement?

No ▶ *Go to next question*

Yes ▶ *Go to 140*

139 Has the birth mother of this child given birth to any other children (excluding stillborn children)?

No ▶ *Go to 145*

Yes ▶ *Go to 145*

140 Have you (and/or your partner) previously had a child entrusted to your care?

No

Yes

141 Will you have this child in your care for at least 13 consecutive weeks?

No ▶ *Go to 144*

Yes ▶ *Go to 144*

Not sure ▶ *Go to 144*

142 Have you (and/or your partner) adopted a child before this child?

No

Yes

143 Was this child in your (and/or your partner's) care before the adoption process started?

For more information, see 'Adoptions' on page 4 in the **Notes Booklet**.

No

Yes

Child 2

- 144** If you (and/or your partner) are the birth mother, biological father or adoptive parent of this child at **both** question **135** and **136**. **Go to 145**

Who are the parents of this child?

Parent 1

Is this person deceased?

No

Yes Date of death / /

Parent 2

Is this person deceased?

No

Yes Date of death / /

- 145** Did this child come into your care from someone else?

This can include the other parent, a surrogate or foster carer.

No **Go to 148**

Yes Who cared for this child before you?

Name

Address

Postcode

Contact phone number (if known)

- 146** When did this child come into your care?

 / /

- 147** Do you have legal or other documents to support the change of care?

No **Go to next question**

Yes  Provide a copy of this document.

- 148** Is this child under 5 years of age?

No **Go to next question**

Yes **Go to 157**

- 149** Is this child under 16 years of age?

No **Go to next question**

Yes **Go to 156**

- 150** Is this child under 20 years of age?

No **Do not answer any more questions for THIS child. Go to 179 on page 35**

Yes For more information on children aged 16–19 years, see 'Eligible child' on page 21 in the **Notes Booklet**.
Go to next question

- 151** Is this child studying by registered home schooling or study outside Australia?

No **Go to next question**

Yes Give details below

Registered home schooling

Study outside Australia

- 152** Has this child completed a Year 12 or equivalent qualification?

No **Go to 154**

Yes Date completed

 / /

- 153** Is this child repeating Year 12?

No **Go to 156**

Yes **Go to next question**

- 154** Is this child currently in education or training (including school based apprenticeships or traineeships)?

No **Go to next question**

Yes Give details below

Name of School/College/Campus
(including Australian Technical College, or institution outside Australia)

Course title

(for example, NSW Higher School Certificate or Certificate Level II in Hospitality or title of course outside Australia)

Date this child first

enrolled or started

studying towards Year 12

or equivalent qualification,

whichever is earlier

 / /

Date this child

complete Year 12

or equivalent qualification

 / /

Is this child enrolled:

Full-time **Go to 156**

Less than full-time **Go to next question**

Child 2

155 Is there a reason this child is not in full-time education or training?

No Go to next question

Yes Give details below

| |
|--|
| |
| |
| |
| |

Start date

Date this circumstance will cease

156 Is this child receiving or has this child received either of the following payments or education allowances?

- Veterans' Children Education Scheme (VCES)
 - Military Rehabilitation and Compensation Act Education and Training Scheme (MRCAETS)
- paid by the Department of Veterans' Affairs (DVA).

No Go to next question

Yes You cannot receive both Family Tax Benefit and a VCES/MRCAETS payment from DVA. To help you decide which payment is better for your family, you should contact the DVA on **133 254** to discuss your options.
▶ Go to next question

157 Does this child spend time with someone other than you (and/or your current partner) such as one of their parents (for example, weekends, school holidays)?

To be paid Family Tax Benefit you must have care of this child for at least 35% of the time.
For more information, see 'Shared care' on page 17 in the **Notes Booklet**.

No Go to 168

Yes Who does this child spend time with?

Name

Address

| |
|--|
| |
| |
| |
| |

Postcode

Phone number

158 Read this before answering the following question.

For more information about care arrangements, see 'Shared care' on page 17 in the **Notes Booklet**.

Are your care arrangements indefinite/ongoing?

No Go to next question

Yes For shared care purposes, your percentage of care will be assessed over a 12 month period from the date the care commenced. This is called a care period and the percentage will be maintained for subsequent years unless you advise us of a change.

For information about care periods, see 'What is a care period?' on page 17 in the **Notes Booklet**.

159 Your care arrangement

Date the current care arrangement started

Date these arrangements are expected to end or change

You will need to contact us to update your care arrangements when these arrangements end or change.

160 Do you have a parenting plan, court order or written agreement that shows where this child stays?

No Go to 162

Yes  Provide a copy of the parenting plan, court order or written agreement, if you have not already done so.
▶ Go to next question

161 Are the arrangements in the parenting plan, court order or written agreement being followed?

No Go to next question

Yes Go to 167

162 Do you know what percentage of care you will have for the care period stated in question 159?

No Go to 165

Yes Go to next question

163 What percentage of care will you have during the care period stated in question 159?

Child 2

164 What percentage of care will the other parent, carer or guardian of this child have during the care period stated in question 159?

% **Go to 167**

165 How long will this child be with you for the care period stated in question 159?

Provide the total time in nights, weeks or hours.

Only write one total time.

Total number of nights or Total number of weeks or Total number of hours

166 How long will this child be with the other parent, carer or guardian for the care period stated in question 159?

Provide the total time in nights, weeks or hours.

Only write one total time.

Total number of nights or Total number of weeks or Total number of hours

167 You can provide further information about the care arrangements for this child.

For example, this child is in care with the other parent on alternate weekends from Friday 4:30 pm to Sunday 5 pm or half of the Christmas school holidays.

168 Read this before answering the following question.

If your child is **not yet enrolled in Medicare** and they are over 12 months of age, you should complete a Medicare enrolment as soon as possible. Once enrolled you will need to tell us their Medicare details.

If your child is **not eligible for Medicare**, we will check their immunisation status with the Australian Immunisation Register using their name and other personal details. We may contact you for more information.

For more information about Medicare enrolment, including eligibility, go to **servicesaustralia.gov.au/medicarecard**

If your child is eligible for Medicare and you do not provide the Medicare card number on which they are listed, we may not be able to check if they meet immunisation requirements and your payment will be affected.

For more information, see 'Immunisation details' on page 16 in the **Notes Booklet**.

What is this child's Medicare enrolment details?

Enrolled in Medicare **Give details below**

The Medicare card number this child is listed on

--

Child's details on Medicare card

| Reference Number | Child's full name on Medicare card |
|----------------------|------------------------------------|
| <input type="text"/> | <input type="text"/> |

Not enrolled in Medicare

Not eligible for Medicare enrolment

169 Read this before answering the following question.

If you or your partner (if you have one) have any dependent child(ren) in your care who are not from your current relationship, you (and/or your partner) are required to take reasonable action to obtain a child support assessment in order to receive more than the base rate of Family Tax Benefit Part A. You can start this assessment by applying online **servicesaustralia.gov.au/childsupport**

Situations where you may have a child from a previous relationship and may be required to take reasonable action to obtain a child support assessment, include when you are either:

- a single parent
- partnered and your current partner is not this child's parent, or
- partnered where you are not this child's parent, but your partner is.

Your payment(s) will be affected if you do not provide your child support details.

For more information, see 'Children from a previous relationship' on page 18 in the **Notes Booklet**.

Is this child from a previous relationship?

No **Go to 179**

Yes **Go to next question**

Child 2

170 Have you previously provided us with child support details for this child?

No Go to next question

Yes **Go to 172**

171 Is there a child support assessment for this child in place now?

No **Go to 173**

Yes Go to next question

172 Have the child support details for this child changed?

No **Go to 177**

Yes You must notify us of the change in circumstances by calling **131 272**.
▶ **Go to 174**

173 Which of the following reasons best describes your circumstances:

You or your partner have applied for an assessment and are awaiting the result Go to next question

You or your partner do not wish to apply for child support and understand that you can only receive Family Tax Benefit at the base rate for this child, if you are eligible Go to next question

You or your partner have applied for an assessment and it was unsuccessful and/or you wish to apply for an exemption from applying for child support Go to next question

If there is any reason that makes it difficult for you or your partner to apply for a child support assessment, contact us on **136 150**. For more information, see 'Exemptions from seeking a child support assessment' on page 18 in the **Notes Booklet**.

You are, or your partner is still deciding what action to take for child support Go to next question

You, or your partner if this is your partner's child, are required to take reasonable action to obtain a child support assessment for this child in order to receive more than the base rate of Family Tax Benefit Part A. You can start this assessment by applying online, go to **servicessaustralia.gov.au/childsupport**

174 Do you receive voluntary child support?

For more information, see 'Child support you receive' on page 19 in the **Notes Booklet**.

No Go to next question

Yes How much do you receive for this child?

\$ per

Date this started

/ /

175 Do you have a child support agreement, court order, court registered agreement or any other form of written agreement for child support?

No Go to next question

Yes  Provide a copy if you have not already provided it.
▶ **Go to next question**

176 Read this before answering the following question.

If you change your method of collection from Child Support Collect to Private Collect, you may elect to **discharge arrears** owed to you from the Child Support Collect period. By doing so, you are taking responsibility for collecting these amounts yourself. You must tell us if, at any time, you discharge any outstanding amounts owed to you from a previous Child Support Collect period. The discharged amounts may need to be taken into account in addition to your ongoing child support assessment amount of your Family Tax Benefit Part A, from the date it was discharged until the end of the financial year.

For more information, see 'Discharging Child Support from the responsibility for collecting arrears' on page 19 in the **Notes Booklet**.

Have you discharged any child support arrears?

No Go to next question

Yes We may contact you for additional details of the child support arrears you are receiving.
▶ **Go to next question**

177 If you do not already have a current child support case **or** you have a current case that is registered for collection, have you received any capitalised maintenance, (that you have not already told us about), from the other parent for this child?

For more information, see 'Capitalised maintenance for Child Support purposes' on page 19 in the **Notes Booklet**.

No Go to next question

Yes  Provide details.
▶ **Go to next question**

Child 2

178 Do you receive any child support for this child specifically in relation to this child having a disability or learning difficulty?

No *Go to next question*

Yes How much do you receive?

Privately

\$ per

Through Child Support Collect

\$ per

179 Do you have another child for whom you wish to claim Parental Leave Pay and/or Family Tax Benefit?

No *Go to next question*

Yes



Provide details of each additional child.

Go to next question

180 What payment(s) are you claiming?

Family Tax Benefit and Parental Leave Pay, **or**
Family Tax Benefit only

If you would like to claim Family Tax Benefit then we need to collect more information from you and your partner (if you have one).
▶ *Go to next question*

Parental Leave Pay **only**

We **DO NOT** need to collect information for Family Tax Benefit from you and your partner (if you have one).
▶ *Go to 238*

181 Where do you want your Family Tax Benefit payments made?

Use the account details already provided *Go to next question*
for Parental Leave Pay at question 39 for my Family Tax Benefit payments.

I am already receiving Family Tax Benefit. Continue to use the account details already provided for my Family Tax Benefit payments *Go to next question*

I want to nominate different account details for my Family Tax Benefit payments Give details below

The account must be in your name. A joint account is acceptable. It cannot be in a child's name unless you are the signatory or trustee.
Do not include an account used exclusively for funding from the National Disability Insurance Scheme.

Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

182 Do you have a partner for Family Tax Benefit purposes?

Your partner at question 8.

No *Go to 195*
Yes *Go to next question*

183 Did you indicate at question 18, that you (and/or your partner) are currently receiving fortnightly payments or receiving a zero rate of Family Tax Benefit?

No *Go to 185*
Yes *Go to next question*

184 Have your partner's residence details changed?

No *Go to 192*
Yes *Go to next question*

185 What country is your partner currently living in?

The country of residence is where you normally live on a long term basis.

Australia *Go to next question*

Other Country of residence

186 Has your partner **ever** travelled outside Australia, including short trips and holidays?

This question will help us to verify your partner's Australian residence.

No *Go to next question*
Not applicable – *Go to next question*
Never lived in Australia
Yes Give details below

Year your partner last entered Australia

Passport number

Country of issue

187 Is your partner an Australian citizen **who was born in Australia**?

No  You will need to provide proof of your partner's Australian residence status (for example, **citizenship papers, passport or other documentation**).
▶ *Go to next question*

Yes *Go to 192*

188 What is your partner's country of birth?

189 What is your partner's country of citizenship?

Australia Date citizenship granted

 Go to 192

Other Give details below

Country of citizenship

Date citizenship granted

190 Has your partner ever lived in Australia?

No **Go to 192**

Yes **Go to next question**

191 When did your partner start living in Australia?

Blended family details

192 Read this before answering the following question.

A **blended family** is a family with 2 or more children and:

- at least 1 of those children is a child of 1 member of the couple from a previous relationship, and
- at least 1 of the other children is a child of this relationship or the child of the other member of the couple from a previous relationship.

If your family is blended you can choose:

- for 1 parent to be paid all the Family Tax Benefit, or
- to split the payment between each parent at an agreed percentage.

Are you in a blended family?

No **Go to 195**

Yes **Go to next question**

193 Do you (and your partner) want to be paid your Family Tax Benefit separately?

No **Go to 195**

Yes **Go to next question**

194 Read this before answering the following question.

Each member of a blended family must claim Family Tax Benefit the same way, as either fortnightly payments or a lump sum claim.

Your partner will need to complete a separate claim before you can start being paid your percentage of Family Tax Benefit.

Only provide details of the children you are claiming Family Tax Benefit for. Your blended family percentage will not apply until any proof of birth has been assessed.

If you are a blended family, you (and your partner) can choose to share your combined Family Tax Benefit amount. You can decide between you what percentage of your combined amount you each will receive.

For example, if you have 1 child and your partner has 1 child you can elect to receive 50% of your Family Tax Benefit and your partner can claim 50%.

What percentage of your family's entitlement to Family Tax Benefit do YOU want to claim?

 %

Accommodation and Rent Assistance details

195 Have you provided us with your accommodation details since 1 July 2020?

No **Go to 197**

Yes **Go to next question**

196 Have these details changed?

No **Go to 221**

Yes **Go to next question**

About your home

The answers to these questions are used to work out your rate of payment and eligibility for rent assistance.

197 Do you (and/or your partner) own a home that you do not live in?

No **Go to 199**

Yes **Go to next question**

198 What is the reason you do not live in the home?

You or your children are studying

Receiving medical treatment

Receiving care from a person in a private home

Receiving care in a nursing home

Providing care to a person in a private home

Overseas absence

Other Give details below

199 What type of accommodation best describes where you (and your partner) live?
 In a place where you (and/or your partner) pay private rent – this includes site or mooring fees **Go to 210**

In a home you (and/or your partner) own or you own jointly with another person – this can include:
 • paying it off (mortgage)
 • a caravan, mobile home or boat **Go to 200**

In a home owned by:
 • a company in which you are a shareholder or director
 • a trust in which you or a member of your family are a potential beneficiary or are named in the trust deed **Go to 221**

In public housing, for example, housing owned by the Housing Authority. This does not include paying rent to a community housing organisation. **Go to 201**

In a boarding house, guest house, hostel, hotel, campus or similar **Go to 211**

In accommodation which you (and/or your partner) have the right to use for life **Go to 204**

In accommodation where you pay no rent **Go to 221**

Other, for example, this could be where you (and/or your partner) do not have a fixed address Give details below

.....

.....

.....

Go to 210

200 Do you pay site, ground or mooring fees for your (and your partner's) home (this could be for a caravan, mobile home or boat)?
 No **Go to 221**
 Yes **Go to 210**

201 Is your (or your partner's) name on the rental contract or lease agreement?
 No *Go to next question*
 Yes **Go to 221**

202 Is the primary tenant paying the market rate of rent?
 No *Go to next question*
 Not sure *Go to next question*
 Yes **Go to 210**

203 Do you (and your partner) live with the primary tenant **and** your (and/or your partner's) income has been taken into account by the public housing authority when calculating the rent?
 No **Go to 221**
 Yes **Go to 210**

Life interest

204 Did you (and/or your partner) pay any money or transfer any assets in return for this right to accommodation for life?
 No *Go to next question*
 Yes **Go to 206**

205 Which option describes how you (and/or your partner) obtained a life interest in a home without any exchange of money or transfer of assets:
 Inherited the life interest **Go to 221**
 A formal agreement documenting the life interest **Go to 221**
 An informal agreement, no rent paid **Go to 221**
 An informal agreement to live at a child's home and pay rent **Go to 210**
 Other Give details below

.....

.....

Go to 210

206 What are the details of the person or organisation that was paid money or assets were transferred to?
 Full name (of the person or organisation)

Address

.....

.....

Postcode

207 What was the amount paid?
 \$

208 What (if any) assets were transferred?

209 What was the market value of assets transferred?
 \$

Living with other people

Sharing your accommodation means that you have the right to use a kitchen, bedroom or bathroom with 1 or more persons. This includes **all** family members (except children which you are paid family assistance for), people who regularly stay at your accommodation and people who work away from home, for example, truck drivers, miners, flight attendants or members of the armed forces.

210 Do you (and your partner) share your accommodation with other people?

No Go to next question

Yes Give details below

1 Person's name Age

Date they moved in / / Relationship to you

Their share of the rent/lodgings \$ per Do they own the home? No Yes

2 Person's name Age

Date they moved in / / Relationship to you

Their share of the rent/lodgings \$ per Do they own the home? No Yes

3 Person's name Age

Date they moved in / / Relationship to you

Their share of the rent/lodgings \$ per Do they own the home? No Yes

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

Paying for accommodation

211 Do you (and your partner) pay board and/or lodgings?

Board means you (and your partner) are provided with some regular meals.

Lodgings means no meals are provided to you (and your partner).

No Go to 213

Yes Go to next question

212 Can you separate the amounts you (and your partner) pay for board and/or lodgings?

No Total board and lodgings charged per day, week, fortnight, 4 weeks or calendar month

\$ per

Go to 214

Yes Amount paid for board (meals) per day, week, fortnight, 4 weeks or calendar month

\$ per

Amount paid for lodgings (accommodation only) per day, week, fortnight, 4 weeks or calendar month

\$ per

Go to 214

213 What is the amount **you** (and **your partner**) pay per day, week, fortnight, 4 weeks or calendar month, for example, rent, maintenance or site fees?

This would be the total you (and your partner) pay for the property minus any subsidy/rebate, rent amount claimed as a business expense for taxation purposes **or** contribution from another person or organisation.

\$ per

214 On what date did you (and your partner) start paying this fee?

/ /

215 What type of accommodation do you (and your partner) live in?

Boarding house/hostel/private hotel, hospital or disability housing Go to 217

Private house or townhouse/unit/flat

Community housing

Defence housing

Caravan/cabin/mobile home

Boat

Other Give details below

Go to next question

Go to next question

216 What is the **total amount** being charged per day, week, fortnight, 4 weeks or calendar month?

\$ per

217 Details of your landlord, authorised agent or person you (and/or your partner) pay rent to

Full name

Address

Postcode

Contact phone number

218 Do you (and/or your partner) have a formal lease or tenancy agreement?

No *Go to next question*

Yes



Provide a full copy of your signed lease or tenancy agreement.

219 If you have a partner, are you currently living with them?

This question is to check if you are eligible for a higher amount of Rent Assistance.

Do not have a partner *Go to 221*

No *Go to next question*

Yes *Go to 221*

220 Is this separation:

for medical reasons? No

Yes

temporary? No

Yes

because your partner No

is in prison? Yes

Income details

221 Do you (and/or your partner) receive any payment(s) from the Department of Veterans' Affairs?

No *Go to next question*

Yes *Give details below*

You

Department of Veterans' Affairs reference number

Fortnightly amount

\$

When did you start to receive this payment

/ /

Has this payment stopped?

No

Yes *When did this payment stop*

/ /

Your partner

Department of Veterans' Affairs reference number

Fortnightly amount

\$

When did you start to receive this payment

/ /

Has this payment stopped?

No

Yes *When did this payment stop*

/ /

222 Read this before answering the following question.

Australian Government pensions and benefits are income support payments.

For more information, see 'An income support payment table' on page 24 in the **Notes Booklet**.

Are you receiving an income support payment?

No *Go to 226*

Yes *Go to next question*

223 Read this before answering the following question.

You may be able to receive your Family Tax Benefit payment in the alternate week to your income support payments. This payment option may assist you with budgeting. By selecting this option any Family Tax Benefit, Double Orphan Pension and/or Carer Allowance (if received) will be paid in the alternate week to your income support payment.

Would you like to receive your payments in the alternate week to your income support payment?

No

Yes

224 Are you claiming, or will you claim, Child Care Subsidy?

No **▶** *Go to next question*

Yes **▶** *Go to 226*

225 Do you have a partner?

Your partner at question 8.

No **▶** *Go to 228*

Yes **▶** *Go to next question*

Family Tax Benefit income details

- 226** Use the following table to estimate your (and/or your partner's) taxable income for Family Tax Benefit for 1 July 2020 to 30 June 2021. Your estimated annual income for Family Tax Benefit should be based on your (and/or your partner's) income components as listed below. If you do not receive income from any of the following sources, write **\$0** in the appropriate boxes.

For more information, see 'Providing an income estimate' on pages 21–27 in the **Notes Booklet**.

| | | You | Your partner |
|---|---|---------|--------------|
| A | Estimated taxable income from salary and wages | \$ | \$ |
| B | Estimated taxable income from lump sum payment(s) | \$ | \$ |
| C | Estimated taxable income from business or self-employment | Profit | \$ |
| | | or Loss | -\$ |
| D | Estimated taxable income from investments | Profit | \$ |
| | | or Loss | -\$ |
| E | Estimated taxable income from real estate | Profit | \$ |
| | | or Loss | -\$ |
| F | Estimated taxable income from government pensions or benefits | \$ | \$ |
| G | Other estimated taxable income | AUD | AUD |
| Total estimated taxable income (total of A to G) | | = \$ | \$ |

- 227** Provide details of how much you (and/or your partner) expect to receive from any of the following in the 2020–21 financial year. If you do not receive income from any of the following sources, write **\$0** in the appropriate boxes.

For more information, see 'What is adjusted taxable income?' on page 23 in the **Notes Booklet**.

| | | You | Your partner |
|----------|--|-------------------------|-------------------------|
| A | Exempt reportable fringe benefits | Estimated amount \$ | Estimated amount \$ |
| B | All other reportable fringe benefits | Estimated amount \$ | Estimated amount \$ |
| C | Reportable superannuation contributions | Estimated amount \$ | Estimated amount \$ |
| D | Total net investment losses If you entered a net loss for your taxable income from investments and/or real estate at question 226 (D or E), you should copy the amount of the loss here. | Estimated amount | Estimated amount |
| | | -\$ | -\$ |
| E | Tax free pensions and benefits | Estimated amount \$ | Estimated amount \$ |
| F | Foreign income | Estimated amount AUD | Estimated amount AUD |
| G | Tax exempt foreign income | Estimated amount AUD | Estimated amount AUD |
| H | Child support you (and/or your partner) have paid | Estimated amount \$ | Estimated amount \$ |

You

228 Read this before answering the following question.

You may be entitled to extra assistance if you have a partner and one of you commenced or returned to work after caring for a newborn child or a child who recently came into your care. This extra assistance is not available for any period in which you were receiving Parental Leave Pay.

For more information, see 'Family Tax Benefit Part B and returning to work' on page 29 in the **Notes Booklet**.

Have you commenced or returned to work for the **first** time after having a baby or after a period out of the workforce to care for a child who has recently come into your care?

No You are not entitled to this extra assistance.
If you do commence or return to work for the **first** time after caring for a baby or young child, who has recently come into your care, call us on **136 150**.
▶ **Go to 232**

Yes Where you have not already advised us of this return to work, we will contact you to obtain more details about your return to work.
If you are already registered for online services, you can go online and complete the Family Assistance – Advise Return to Work service.
▶ **Go to next question**

229 What date did you cease previous employment?

Never worked

Previously worked Date ceased work

230 Since commencing or returning to work, have you worked an average of at least 10 hours per week over a period of 4 consecutive weeks?

No *Go to next question*

Yes Date **you** commenced this work

 ▶ **Go to 232**

231 Since commencing or returning to work, have you been working less than 10 hours per week?

No

Yes

Your partner (if you have one)

228 Read this before answering the following question.

You may be entitled to extra assistance if you have a partner and one of you commenced or returned to work after caring for a newborn child or a child who recently came into your care. This extra assistance is not available for any period in which you were receiving Parental Leave Pay.

For more information, see 'Family Tax Benefit Part B and returning to work' on page 29 in the **Notes Booklet**.

Has your partner commenced or returned to work for the **first** time after having a baby or after a period out of the workforce to care for a child who has recently come into your care?

No You are not entitled to this extra assistance.
If your partner does commence or return to work for the **first** time after caring for a baby or young child, who has recently come into your care, call us on **136 150**.
▶ **Go to 232**

Yes Where your partner has not already advised us of this return to work, we will contact you to obtain more details about your partner's return to work.
If your partner is already registered for online services, they can go online and complete the Family Assistance – Advise Return to Work service.
▶ **Go to next question**

229 What date did your partner cease previous employment?

Never worked

Previously worked Date ceased work

230 Since commencing or returning to work, has your partner worked an average of at least 10 hours per week over a period of 4 consecutive weeks?

No *Go to next question*

Yes Date **your partner** commenced this work

 ▶ **Go to 232**

231 Since commencing or returning to work, has your partner been working less than 10 hours per week?

No

Yes

You

232 Read this before answering the following questions.

If you receive or are entitled to receive privately collected spousal maintenance from more than one payer copy page 43 covering questions **232** to **234**.

For more information, see 'Child support you receive' on page 19 in the **Notes Booklet**.

Do you receive any privately collected spousal maintenance?

No **Go to 235**

Yes **Go to next question**

233 What is the amount of spousal maintenance you receive privately?

\$ per

Date this started

/ /

234 From whom do you receive spousal maintenance privately?

Full name

Your partner (if you have one)

232 Read this before answering the following questions.

If your partner receives or is entitled to receive privately collected spousal maintenance from more than one payer copy page 43 covering questions **232** to **234**.

For more information, see 'Child support you receive' on page 19 in the **Notes Booklet**.

Does your partner receive any privately collected spousal maintenance?

No **Go to 235**

Yes **Go to next question**

233 What is the amount of spousal maintenance your partner receives privately?

\$ per

Date this started

/ /

234 From whom does your partner receive spousal maintenance privately?

Full name

Payment options – to reduce your risk of an overpayment

235 Read this before answering the following questions.

All overpayments need to be paid back. There are several payment options which allow you to choose how and when you will receive Family Tax Benefit Part A and Part B.

Choosing the right payment option can help you reduce the risk of an overpayment when we balance your payments after the end of the financial year.

For more information see 'Payment options—to reduce your risk of an overpayment' on pages 28 and 29 in the **Notes Booklet**, or go to servicessaustralia.gov.au/families

How do you want your Family Tax Benefit **Part A** to be paid?

Tick one only

- Option 1 – All payments fortnightly
- Option 2 – The base rate fortnightly and any remainder after the end of the financial year
- Option 3 – A lump sum payment after the end of the financial year

236 How do you want your Family Tax Benefit **Part B** to be paid?

Tick one only

- Option 1 – All payments fortnightly
- Option 2 – A lump sum payment after the end of the financial year

237 How do you want your Rent Assistance to be paid?

Tick one only

- Option 1 – All payments fortnightly **Go to 239**
- Option 2 – A lump sum payment after the end of the financial year

238 Will you claim Family Tax Benefit as a lump sum after the end of the financial year?

No **Go to next question**

Yes

If you have recently separated or separate from the other parent of your child, you must take reasonable action to obtain a child support assessment to be eligible for more than the base rate of Family Tax Benefit Part A. For more information, go to servicessaustralia.gov.au/childsupportassessment

Go to next question

239 Do you want to claim Family Tax Benefit for a previous financial year?

No **Go to next question**

Yes

This form does not collect information for Family Tax Benefit for a previous financial year. If you want to be paid Family Tax Benefit for a previous financial year, you can claim an annual lump sum payment of Family Tax Benefit by logging into your Centrelink online account through myGov or complete the **Claim for an annual lump sum payment of Family Tax Benefit (FA048)** form. Processing a form will take longer than if you claim online.

Go to next question

240 Read this before answering the following question.

At certain questions on this form, you may have been asked to provide documents.
 In the following list, tick the box next to each document you are providing. **Provide original documents.**

Which of the following documents are you providing with this form?

| | You | Your partner |
|--|--------------------------|--------------------------|
| Someone to deal with us on your behalf Authorising a person or organisation to enquire or act on your behalf (SS313) form (at question 14) | <input type="checkbox"/> | <input type="checkbox"/> |
| Australian residence Citizenship papers, passport or other documentation (at question 23 and/or question 187) | <input type="checkbox"/> | <input type="checkbox"/> |

| | You | Child |
|--|--------------------------|--------------------------|
| Parental Leave Pay Supporting documents outlining proposed adoption arrangement (at question 48) | <input type="checkbox"/> | <input type="checkbox"/> |
| Parenting order or court order (at question 52) | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof from the doctor and employer to confirm you were not able to work (at question 80) | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof you were not able to work due to the hazards connected with your job (at question 82) | <input type="checkbox"/> | <input type="checkbox"/> |

| | Child 1 | Child 2 |
|---|--------------------------|--------------------------|
| Children details See questions 121 to 179 Proof of Birth has already been given to Services Australia | <input type="checkbox"/> | <input type="checkbox"/> |
| Birth Certificate or extract (at question 125) | <input type="checkbox"/> | <input type="checkbox"/> |
| Adoption papers (at question 125) | <input type="checkbox"/> | <input type="checkbox"/> |
| Legal or other documents to support the change of care (at question 147) | <input type="checkbox"/> | <input type="checkbox"/> |
| Parenting plan, court order or agreement (at question 160) | <input type="checkbox"/> | <input type="checkbox"/> |
| Forms to return See questions 125 or 131 The completed Newborn Child Declaration (FA081) | <input type="checkbox"/> | <input type="checkbox"/> |
| Child support details Court order or agreement for child support (at question 175) | <input type="checkbox"/> | <input type="checkbox"/> |
| Capitalised maintenance (at question 177) | <input type="checkbox"/> | <input type="checkbox"/> |

| | You |
|---|--------------------------|
| Accommodation details Full copy of your signed lease or tenancy agreement (at question 218) | <input type="checkbox"/> |

Continue to next page

241 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 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

242 Declaration

I declare that:

- if I have claimed Flexible Paid Parental Leave days, for each of these days:
 - I did not/will not work, unless for an allowable reason
 - I had/will have primary care of the child
 - I expect to meet Parental Leave Pay residence requirements (see 'Australian residence requirements', on page 20 of the **Notes Booklet**).
- the information I have provided in this form is complete and correct.

I understand that:

- if my family's combined actual income is more than \$80,000 at the end of the financial year, I will not receive the Family Tax Benefit Part A supplement.
- if I underestimate my income and I am then found to have no entitlement to Family Tax Benefit Part A or Part B for 2 consecutive years after the balancing of my payments has occurred, I may no longer be able to receive Family Tax Benefit as fortnightly payments.
- any money I owe will need to be paid back.
- if I owe money to Services Australia, some or all of the amount owed may be recovered from my tax refund and/or my Centrelink payments, including Family Tax Benefit arrears, lump sum, top up and end of year supplement payments even if I am making regular repayments.
- my Family Tax Benefit top up payments and end of year supplement payments can also be used to offset a tax debt.
- if another person claims or has claimed Parental Leave Pay for the same child, Services Australia may advise them of Flexible Paid Parental Leave entitlement information relating to the child.
- Services Australia can make relevant enquiries to make sure I receive my correct entitlement.
- giving false or misleading information is a serious offence.

Your signature



Date

Your partner's signature (if applicable)



Date

Next steps

- 1 Check that you have answered all the questions that you need to.
- 2 Provide all requested information and any additional required forms. You can upload the back page of the **Newborn Child Declaration (FA081)** form as proof of birth for your newborn child. Find out more at servicesaustralia.gov.au/proofofbirth
- 3 Check you have signed and dated this form.

Returning this form

Return this form and any supporting documents:

- **online** (excluding identity documents) using your Centrelink online account. For more information, go to servicesaustralia.gov.au/centrelinkuploaddocs
- by post to
 - Services Australia
 - Families
 - PO Box 7802
 - CANBERRA BC ACT 2610
- in person at one of our service centres, if you are not able to use your Centrelink online account.