

This form lets us know you have separated from your partner.

When to use this form



Use this form if you currently receive a payment from us and have separated from your partner.

Depending on the payment type you get, you may be able to tell us when you separate from your partner using online services. For more information, go to servicesaustralia.gov.au/moc

If your partner has passed away, you do **not** need to fill in this form. You can call us on **132 300** or fill in an **Advice of death (SA116A)** form. Go to servicesaustralia.gov.au/bereavement

Online services



Completing this form online is faster and easier.

You can update your information using your Centrelink online account through myGov. For help, go to servicesaustralia.gov.au/onlineguides

If you do not have a myGov account, you can create one at my.gov.au and link it to your Centrelink online account.

For more information



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.

Support for separated people

Separation is a time of change and it is important to get help if you need it. If you require support, there are a number of groups, websites, publications and support services available.

Our social workers can help with short term counselling and information and can tell you where you can get other support and services, if needed.

Go to servicesaustralia.gov.au/separationsupport

Family and domestic violence

If you are affected by family and domestic violence, there is help available. Call **132 850** Monday to Friday, 8 am to 5 pm local time, and ask to speak to a social worker.

For more information, go to servicesaustralia.gov.au/domesticviolence or if you are in immediate danger, call **000**.

Your relationship status

For more information on how we assess your relationship status, go to servicesaustralia.gov.au/moc

How to choose a suitable referee

Your referee must:

- be 18 years of age or over
- not be your parent, step parent, sibling or child
- not be your correspondence nominee
- not be your ex-partner.

Your referee should also be a person who is familiar with your circumstances. It is preferable that a referee be a person of some standing in the community. For example, minister of religion, doctor, police officer, counsellor, social or welfare worker, solicitor, community leader.

Services Australia may contact your referee to discuss information they have provided on this form.

Children from a previous relationship

To get more than the base rate of Family Tax Benefit Part A, you will need to take reasonable steps to obtain child support from the other parent.

If there is any reason that makes it difficult for you to apply for child support, it is important that you contact us to talk about your situation. There may be other options available to you.

Section 1 – Customer to complete

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.

About you

1 Your Customer Reference Number (if known)

 - - -

2 Your family name

First given name

Second given name

3 Your date of birth

 / /

4 Has your phone number changed since you last told us?

No Go to next question

Yes Phone number

5 Has your address or accommodation details changed since you last told us?

No Go to next question

Yes



You will need to complete and return an **Accommodation Details (Mod AC)** form.
If you do not have this form, go to servicesaustralia.gov.au/forms
Go to next question

About your ex-partner

6 Your ex-partner's family name

First given name

Second given name

7 Do you know if your ex-partner has been known by any other name(s)?

For example: 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(s)

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

8 Do you live in the same home as your ex-partner?

No Go to 10

Yes Go to next question



CLK0Mod(S) 2102

9 Are you concerned about your safety if forms are issued to your ex-partner?

No



Both you and your ex-partner each need to complete and return a separate **Relationship Details – Separated under one roof (SS293)** form.

If you do not have this form, go to servicessaustralia.gov.au/forms

► **Go to 11**

Yes



Only you need to complete and return a **Relationship Details – Separated under one roof (SS293)** form.

If you do not have this form, go to servicessaustralia.gov.au/forms

► **Go to 11**

10 Your ex-partner's current address (if known)

Postcode

About your relationship

11 When did you separate from your partner?

You need to **fill in all parts of this question:** day, month and year. If you do not, it will take more time to update your details.

/	/	
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12 Do you think that you and your ex-partner will get back together?

No Go to next question

Yes Give details below

When will you get back together?

About your children

13 Do you have any children or students in your care under 20 years of age?

No **Go to 16**

Yes **Go to next question**

14 You need to read this before filling in the next question.

To get more than the base rate of Family Tax Benefit Part A, you will need to take reasonable steps to obtain child support from the other parent. To make an application for child support online, go to servicessaustralia.gov.au/csandftba

Do you get Family Tax Benefit for the child or children in your care?

No You may be eligible for Family Tax Benefit. For more information, go to servicessaustralia.gov.au/families
► **Go to next question**

Yes We recommend providing a new income estimate for Family Tax Benefit. You can update your estimate online. Go to servicessaustralia.gov.au/families
► **Go to next question**

15 Will you share the care of any of the children or has the number of children in your care changed since you separated?

No You will need to contact us if your care arrangements change to update your details.
► **Go to next question**

Yes You will need to complete and return a **Details of your child's care arrangement (FA012)** form. If you do not have this form, go to servicessaustralia.gov.au/forms

Privacy notice

19 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

Declaration

20 I declare that:

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

I understand that:

- if I get back together with my ex-partner, or become a member of a couple, I must tell Centrelink immediately.
- Centrelink can make relevant enquiries to make sure I receive the correct entitlement.
- giving false or misleading information is a serious offence.

Your signature



Date

/ /

Next steps

- 1 Take Section 2 to your referee for them to complete.
- 2 Check that you have answered all the questions that you need to.
- 3 Provide all requested information and any additional required forms.
- 4 Check you have signed and dated this form.

Returning this form

Return this form and any supporting documents:

- **online** using your Centrelink online account. For more information, go to servicesaustralia.gov.au/centrelinkuploaddocs
- in person at one of our service centres, if you are unable to use your Centrelink online account.

It is your responsibility to return both sections of this form, not the responsibility of your referee.

Section 2 – Verifying your separation

You must have a suitable referee complete this section.

Instructions for the customer

- Complete Questions 1 and 2 below
- Give this section to a suitable referee to complete. See the **Notes** page for information on how to choose a referee
- When the referee has completed this section, it must be returned to us with the rest of the form
- It is your responsibility to return this form, not the responsibility of your referee.

1 Your full name

2 Your ex-partner's full name

Instructions for the referee

You must answer all the questions and give as much detail as you can.

- As the referee, you must:
 - be 18 years of age or over
 - not be the customer's parent, step parent, sibling or child
 - not be the customer's correspondence nominee
 - not be the customer's most recent ex-partner.

For the definition of a partner, go to servicesaustralia.gov.au/moc

3 Mr Mrs Miss Ms Other

Your family name

First given name

Second given name

4 Your date of birth

5 Your contact phone number

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

The following questions are about the person who has asked you to complete this form.

This is the person listed at **Question 1** in this section.

What is your relationship to the person listed at **Question 1**?

7 To the best of your knowledge, has the person (listed at **Question 1**) separated from their partner (listed at **Question 2**)?

No Give details below

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

Yes Go to next question

Privacy notice

8 You will need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We collect this information to provide payments and services. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

Declaration

9 I declare that:

- I have read the **Privacy and personal information** notice at **Question 8**.
- the information I have provided in this form is complete and correct.

I understand that:

- Centrelink may contact me about the information I have provided.
- giving false or misleading information is a serious offence.

Your signature

Date

Return this form to the person listed at **Question 1**, as soon as completed.