

centrelink

When to use this form



Use this form to tell us about your relationship with a person you are separated from, but live under the same roof as, so we can assess your correct entitlement to payment at either the single or partnered rate. This may be for future entitlements, or payments received in the past.

We generally require a completed form from both yourself and the third party identified in this form for an assessment to be completed.

How do we assess your relationship?

Centrelink will assess your relationship based on the following 5 factors:

- financial arrangements
- nature of the household
- social aspects of the relationship
- presence or absence of sexual relationship
- nature of commitment.

Relationships and safety concerns

If you need to tell us about a change in your living arrangements or relationship and you are concerned about your safety, there may be help we can provide. We can support you if you are in, have left, or are preparing to leave a family and domestic violence situation.

If you are affected by family and domestic violence, call **132 850** Monday to Friday, between 8 am and 5 pm, local time and ask to speak to a departmental social worker.

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

If you cannot answer the questions

It is **important that you answer all the questions** and give as much detail as you can. If you are unable to give any of the information asked for, say so on the form. There are penalties for giving false or misleading information.

Online services



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.

Definition of a partner

If you have a partner, we generally consider you a member of a couple. Under social security and family assistance law, we consider you a member of a couple if you are either:

- married
- in a registered relationship
- in a de facto relationship.

We do not consider you a member of a couple if you are living separately and apart on a permanent or indefinite basis.

You may still be 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, such as military or oil rig workers.

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

Important information

Return this form and any supporting documents to us **within 14 days** so we can assess your correct entitlements. If you cannot do this **within 14 days**, you must contact us at the earliest possible date to discuss.

If you are making a claim, you must return this form and **all** supporting documents at the same time you lodge your claim form. If you do not return all documents, your claim may not be accepted. The only exception will be if you are waiting for medical evidence or other documents from a third party.

For more information

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

Call us on:

ABSTUDY **1800 132 317**

Disability and Carers **132 717**

Employment Services **132 850**

Families **136 150**

Older Australians **132 300**

Youth and Students **132 490**

We can translate documents you need for your claim or payment for free.

To speak to us in other languages, call **131 202**.

Note: Call charges may apply.

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





Filling in this 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. You do not need to answer the questions in between.

Your details

1 Your Centrelink Reference Number (if known)

 - - -

Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

Your date of birth

 / /

2 Your permanent address

Postcode

Your relationship or living arrangements with another person

3 Read this before answering the following question.

We may decide you are a member of a couple based on an assessment of your relationship or living arrangements with your ex-partner. See Notes on page 1.

Where the words 'other person' appear in this form, they refer to your ex-partner you name below.

Other person's family name


Other person's first and second given name(s)

Other person's date of birth

 / /


Other person's phone number

4 Have you been married to, or been in a registered relationship or in a de facto relationship with the other person?

No  Do not complete this form.
Call us on the number relevant to your payment listed on Notes page 2.


Yes Go to next question

5 Are you separated from the other person?

No  Do not complete this form.
Call us on the number relevant to your payment listed on Notes page 2.

Yes Go to next question

6 Are you living at the same address as the other person?

No  Do not complete this form.
Call us on the number relevant to your payment listed on Notes page 2.

Yes Go to next question

7 When did you separate from the other person?

 / / 

CLK0SS293 2005

8 Have you lived at different addresses from each other at any time since separating?

No Go to next question

Yes Give details below

Reason and duration of the separate addresses

Form with three horizontal lines for text entry.

9 How long do you intend to live at the same address with the other person?

Form with two horizontal lines for text entry.

10 Give the reason(s) why you intend to live with the other person for this length of time.

Form with three horizontal lines for text entry.

11 Do you think that there is any possibility that you and the other person will get back together again?

No Go to next question

Not sure Give details below

Yes Give details below

Details of when you will get back together again

Form with five horizontal lines for text entry.

12 Since separating, how has your relationship changed and how does it differ to that of a married, registered or de facto couple?

Form with six horizontal lines for text entry.

13 Have you applied to legally terminate your relationship?

Not applicable Go to next question

No Explain why not

Form with three horizontal lines for text entry.

Yes Give details of the action taken and the date the application was made

Form with three horizontal lines for text entry.

14 Since separating, have you and the other person claimed to be a member of a couple for any reason?

No Go to next question

Yes Give details below

Form with three horizontal lines for text entry.

15 Do you or the other person own the home you currently live in (including paying it off)?

No Go to 22

Yes Give details below

Home is jointly owned with the other person Go to 16

I solely own the home Go to 20

Home is jointly owned with a third party Go to 20

Home is owned by the other person Go to 19

16 Who pays for the following?

The council rates

Form with one horizontal line for text entry.

The water authority

Form with one horizontal line for text entry.

17 Is your home still being paid off?

No Go to next question

Yes What are the total mortgage repayments?

Form with one horizontal line for text entry, starting with a dollar sign and ending with 'per month'.

How much of this do YOU pay?

Form with one horizontal line for text entry, starting with a dollar sign and ending with 'per month'.

Form with a paperclip icon and the text 'Provide your latest loan account statement.'

18 Has the home been listed for sale?

No

Not yet but plan to list

Yes

19 Have property settlement proceedings commenced?

No Go to next question

Yes Give details of progress

Form with three horizontal lines for details of progress.

20 Since your separation have there been any structural alterations to the home?

No Go to 25

Yes Give details of the alterations

Form with three horizontal lines for details of alterations.



Provide proof (if available) such as documents relating to structural changes in the home (for example, council approvals, building permits).

21 Were the alterations jointly financed?

No Go to 25

Yes Who financed them?

Form with three horizontal lines for who financed them.

Go to 25

22 Do you pay rent at the place where you currently live?

No Go to 24

Yes Give details below

Name and address of the person or business the rent is paid to

Form line for name and address.

Form with three horizontal lines for address, ending with Postcode.

What is the total amount of rent you (and the people who live with you) pay?

\$ per week

How much of this do YOU pay?

\$ per week

23 Is there a tenancy agreement (lease) for the rent at this address?

No Go to 25

Yes



Provide a full copy of your signed lease or tenancy agreement.

Go to 25

24 Do you pay board and/or lodgings at your current address?

No Go to next question

Yes Give details below

Name and address of the person or business you make this payment to

Form line for name and address.

Form with three horizontal lines for address, ending with Postcode.

What is the amount YOU pay?

\$ per week

25 Do you share any other real estate assets jointly with the other person, such as investment properties, business properties, caravan sites or moorings?

No Go to next question

Yes Give details below

Form with three horizontal lines for details of assets.

26 Does anyone else, including the other person, pay for accommodation at your current address?

No Go to next question

Yes Give details below

How much does each person pay and how often?

\$ per

\$ per

\$ per

If there are more than 3 other people who pay, provide a separate sheet with details.

27 Have you indicated that you own, or pay rent or board/lodgings for the place where you currently live?

No Go to next question

Yes Go to 29

37 Do you and the other person use the same bedroom?

No Go to next question

Yes Give details on your sharing arrangements

Form with three horizontal lines for details.

38 Are there any other rooms or areas of the home that are for your sole use and not shared with the other person?

No Go to next question

Yes Describe the areas

Form with three horizontal lines for details.

39 Read this before answering the following questions.

Under social security law, we need to ask the following questions as one of the considerations for assessing your relationship status.

Do you have a sexual relationship with the other person?

No

Yes

40 Are you and the other person free to form a sexual relationship with other people?

No

Yes

41 Do you and the other person provide care or practical support/help to each other in any of the following circumstances?

Illness

No

Yes Give details below

Form with three horizontal lines for details.

Personal crisis

No

Yes Give details below

Form with three horizontal lines for details.

Continued

Money matters

No

Yes Give details below

Form with three horizontal lines for details.

Family disputes

No

Yes Give details below

Form with three horizontal lines for details.

42 Since separating, do you and the other person holiday together or plan to go on holiday together in the future?

No Go to next question

Yes Give details on how often or when

Form with three horizontal lines for details.

43 Do relatives, friends or regular associates (including social media contacts) consider you and the other person to be partnered?

No Go to next question

Yes Why? Give details below

Form with three horizontal lines for details.

44 Are you and the other person invited out as a couple?

No Go to next question

Yes Give details of the events or occasions

Form with three horizontal lines for details.

45 Do you share social and leisure activities with the other person (for example, sporting events, family occasions, movies)?

No Go to next question

Yes What sort of activity and how often?

Form with three horizontal lines for details.

46 Is the other person employed?

No Go to next question

Yes Give details of the other person's employer

Employer's name

Address

Postcode

Phone number

Who is listed as the other person's emergency contact at work?

47 Do you currently claim the other person as a dependent for taxation purposes?

No Go to next question

Yes Is this as a dependent spouse or as a housekeeper?

Tick ALL that apply

Dependent spouse

Housekeeper

48 What names appear on your Medicare card?

Name 1

Name 2

Name 3



Provide a copy of your Medicare card.

49 Do you and the other person have any joint accounts (including bank, credit and store cards)?

No Go to next question

Yes Give details below



Provide a copy of latest statement(s) of your current joint account(s).

1 Name of financial institution the account is held with

Type of account

Name(s) account is held in

Why is this account shared?

Continued

2 Name of financial institution the account is held with

Type of account

Name(s) account is held in

Why is this account shared?

3 Name of financial institution the account is held with

Type of account

Name(s) account is held in

Why is this account shared?

If you have more than 3 current joint accounts, provide a separate sheet with details.

50 Do you have access to any of the other person's accounts (including bank, credit and store cards)?

No Go to next question

Yes Give details below

1 Name of financial institution the account is held with

Type of account

Name(s) account is held in

Why do you have access to this account?

If you have access to more than 1 account, provide a separate sheet with details.

51 Does the other person have access to any of your accounts (including bank, credit and store cards)?

No Go to next question

Yes Give details below

1 Name of financial institution the account is held with

Type of account

Name(s) account is held in

Why does the other person have access to this account?

If the other person has access to more than 1 account, provide a separate sheet with details.

52 Do you and the other person have any outstanding joint debts on credit cards, hire purchase, store accounts or personal loans?

No Go to next question

Yes Give details below

1 Describe the debt type

Date when debt occurred

Arrangement(s) for repaying this debt

What are the arrangements for separating the debt?

2 Describe the debt type

Date when debt occurred

Arrangement(s) for repaying this debt

What are the arrangements for separating the debt?

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

53 Since separating, have you and the other person been guarantor for one another?

No Go to next question

Yes Give details below

Who was the guarantor?

Date of the guarantee

54 Give information about the payment of the following household bills.

Phone/Internet:

Do you share the payment of either a land line, internet or mobile phone with the other person?

No Who pays it?

Yes What is the arrangement for sharing the payment?

Electricity:

Do you share the payment with the other person?

No Who pays it?

Yes What is the arrangement for sharing the payment?

Gas:

Do you share the payment with the other person?

No Who pays it?

Yes What is the arrangement for sharing the payment?



Provide a copy of each of the most recent bills.

55 Do you or the other person own a vehicle (for example, car)?

No Go to next question

Yes Give details below

Vehicle 1

Is the vehicle jointly owned?

No Who owns the vehicle?

Yes When was the vehicle purchased?

Registration number

Do you share the use of the vehicle?

No

Yes Provide details of the sharing arrangements

Who is responsible for the running costs?

I am

The other person is

We both are

Third party is Who?

Vehicle 2

Is the vehicle jointly owned?

No Who owns the vehicle?

Yes When was the vehicle purchased?

Registration number

Do you share the use of the vehicle?

No

Yes Provide details of the sharing arrangements

Who is responsible for the running costs?

I am

The other person is

We both are

Third party is Who?

If you (and/or the other person) have more than 2 vehicles, provide a separate sheet with details.

56 What are the arrangements for paying for food and housekeeping items for this household?

Who pays?

Who does the shopping?

57 What are the arrangements for doing the following household tasks?

Cleaning

Washing

Gardening

General maintenance

58 Do you and the other person have any jointly owned household goods?

No Go to 60

Yes Give details below

59 Have you and the other person made arrangements for the jointly owned household goods should either of you move out?

No Go to next question

Yes Give details below

60 Do you and the other person share joint private medical insurance?

No Go to next question

Yes Give details below

Who pays for the medical insurance?

What are your plans for this policy since separating?

61 Do you and the other person hold any other joint insurance policies together?

No Go to 64

Yes Give details below

What type of policy is it (for example, house and/or contents insurance, life insurance, vehicle insurance)?

62 Do you plan to cancel or alter this/these joint insurance policies?

No Go to next question

Yes Go to 64

63 Give details on why you do not plan to cancel or alter the joint insurance policies

64 Is the other person nominated as a beneficiary under your will, superannuation or life insurance?

Will

Do not have

No

Yes

Superannuation

Do not have

No

Yes

Life Insurance

Do not have

No

Yes

65 Are there children regularly living or staying at your address?

No Do not answer questions 66 to 74.
Go to 75.

Yes Go to next question

66 Give details of those children.

Child 1	Family name
<input type="text"/>	
First and second given name(s)	
<input type="text"/>	
Date of birth	
<input type="text"/>	
Parent's/adoptive parent's full name	
<input type="text"/>	
Parent's/adoptive parent's full name	
<input type="text"/>	

Child 2	Family name
<input type="text"/>	
First and second given name(s)	
<input type="text"/>	
Date of birth	
<input type="text"/>	
Parent's/adoptive parent's full name	
<input type="text"/>	
Parent's/adoptive parent's full name	
<input type="text"/>	

Child 3	Family name
<input type="text"/>	
First and second given name(s)	
<input type="text"/>	
Date of birth	
<input type="text"/>	
Parent's/adoptive parent's full name	
<input type="text"/>	
Parent's/adoptive parent's full name	
<input type="text"/>	

If there are more than 3 children who regularly live or stay at your address, provide a separate sheet with details.

67 Do you and the other person **both** look after the children?

No ► *Go to next question*

Yes ► What are the current care arrangements for the children?

68 Who is the primary carer?

--

69 How often does the other person visit the school/sporting/leisure outings with, or on behalf of the children?

--

70 Do you both help decide matters about the education and development of the children?

No

Yes

71 Are the children aware of your separation?

No ► Give details below

Yes ► *Go to next question*

Explain why the children are not aware

72 Has the children's school been made aware of the separation?

No ► Give details below

Yes ► *Go to next question*

Explain why they have not been made aware

73 Have you and the other person discussed or made any child support arrangements?

No ► *Go to next question*

Yes ► What are the arrangements?

Private Collect ►
Child Support Collect ► **Go to 75**

74 Why have you not made any child support arrangements?

75 Do any additional people live or regularly stay with you, or use your accommodation as a base away from home?

No ► *Go to next question*

Yes ► Give details of each person below

1 Full Name
Date of birth
/ /
What is your relationship to this person?
How often and when do they stay?

2 Full Name
Date of birth
/ /
What is your relationship to this person?
How often and when do they stay?

If there are more than 2 people who live or regularly stay at your address, provide a separate sheet with details.

76 Is there anything else you would like to tell us about your current circumstances that has not already been covered?

No ► *Go to next question*

Yes ► Give details below

77 Are there any other things that you are not able to write down that you would like to talk about in a phone interview?

No Go to next question

Yes Give details below

What is the best phone number to call you on?

What is the best time to call you?

78 Did someone help you complete this form?

No Go to next question

Yes Give details below

Name of the person who gave you help

Provide details on why you needed help to complete this form

We may contact you for clarification on any of the information you have provided in this form.

79 Which of the following documents are you providing with this form?

Your latest loan account statement (if you answered Yes at question 17)	<input type="checkbox"/>
Proof of structural changes (if you answered Yes at question 20)	<input type="checkbox"/>
Copy of signed current lease or tenancy agreement (if you answered Yes at question 23)	<input type="checkbox"/>
Copy of Medicare card (see question 48)	<input type="checkbox"/>
Copy of latest statement(s) of your current joint account(s) (if you answered Yes at question 49)	<input type="checkbox"/>
Copy of most recent bills (if you answered Yes at question 54)	<input type="checkbox"/>

Privacy notice

80 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

81 I declare that:

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

I understand that:

- if submitting this document as part of a claim, the claim may not be accepted unless supporting documents are lodged at the same time as the claim. The only exception will be if I am waiting for medical evidence or other documents from a third party.
- Centrelink can make relevant enquiries to make sure that correct entitlements are received.
- if I am receiving a payment or benefit from Centrelink, I must notify Centrelink of any change(s) to this information **within 14 days** of the change(s) occurring.
- giving false or misleading information is a serious offence.

Your signature

Date

Returning this form

Return this form and any supporting documents:

- online** using your Centrelink online account. For more information, go to servicesaustralia.gov.au/submitdocumentsonline
- by post to
Centrelink
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.