



CENTREPAY DEDUCTION AUTHORITY

(To be used only if the customer cannot set up a deduction through MyGov)

Family Name

Given Name(s)

[Empty input fields for Family Name and Given Name(s)]

Date of Birth

Phone Number

Email address

[Empty input fields for Date of Birth, Phone Number, and Email address]

CENTRELINK CUSTOMER REFERENCE NUMBER

[Empty input fields for Centrelink Customer Reference Number]

School / Business Unit

School /Business Unit Customer Number

Type of Request:

- 1. Start a new deduction Complete Part A and D
- 2. Change a current deduction Complete Part B and D
- 3. Cancel a current deduction Complete Part C and D

A. Start a new deduction

From which payment do you want the deduction to be taken (e.g. Age Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?

[Empty input field for payment type]

What amount do you want deducted?

The minimum Deduction amount for Centrepay is \$40.

[Input field for amount with '\$' symbol]

Which payment date do you want the deduction(s) to start from?

Your next available payment date

Or

A future payment date (up to 8 weeks in advance)

[Input field for future payment date with slashes]

Do you want to specify a target amount or end date?

Your deduction will stop if it is cancelled or if you reach a target amount or end date.

No, just continue it until cancelled

Or

Yes, stop at target amount

[Input field for target amount with '\$' symbol]

Or

Yes, stop at end date

[Input field for end date with slashes]

B. To CHANGE your current deduction or target amount
CHANGE your current deduction PERMANENTLY

New deduction amount - each fortnight

\$

Start date for the change

/ /

OR

CHANGE your current TARGET AMOUNT for deductions

New Target Amount

\$

Start date for the change

/ /

C. To CANCEL your current deduction

Note: You are about to cancel your Centrepay deduction. Make sure you have other arrangements in place if required
From what date do you want the deductions to stop?

Your next available payment date or a future payment date of

/ /

D. Authorisation – read, sign and date the statement (MUST be completed)

I authorise the Australian Government Department of Human Services to make a Deduction of \$ for each fortnight from my nominated Centrelink account and pay the amount to School /Business Unit, as I have directed within this form.

I give permission for _____ School / Business Unit to disclose my information to the Department of Human Services for the purposes of checking my account number, billing number and amount I want to pay, and reconciling my payment Deduction details.

I also give permission for _____ School / Business Unit to give the Department of Human Services my correct account and billing number if required.

I understand that:

I can change or cancel my Deduction at any time; and further information about Centrepay can be found online at humanservices.gov.au/centrepay

If my deduction has a target amount and the final deduction is set to pay less than \$2, my second last deduction will be increase by up to \$2 to cover the final amount.

If I stop using the Business but do not stop my Centrepay deduction(s), the business may instruct the Department of Human Services to stop the deduction(s).

Your Signature:

Date:

/ /

IMPORTANT INFORMATION

The Department of Education is collecting your personal information on this form for the purposes of confirming your consent to set up Centrepay arrangements for certain school fees (resources scheme, excursions etc.) or fees and charges pertaining to debts owing to the department. This form will be submitted to Centrelink centrepay as evidence of your consent for this arrangement and will allow your nominated school or business unit, on your behalf, to set up centrepay deductions, vary deductions or cancel deductions under the directions set out in the Centrelink centrepay procedural guide for businesses. We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. If you have any concerns about the use and disclosure of your personal information on this form please contact the relevant school or business unit in the first instance.