

When to use this form



Use this form to make an application to Services Australia to stop making deductions from your salary or wages.

We will only accept your application if your payments are up to date and we are satisfied that you will continue to make the payments in full and by the due dates.

Important information

Have you asked us to stop employer deductions in the past and been refused?

- If YES, you can ask us to stop deductions again if the last time you asked was more than 2 months ago.
- If NO, you can apply now.

Have we previously cancelled an application for child support not to be deducted because you did not pay on time?

- If YES, you can ask us to stop deductions again if we cancelled your last arrangement more than 6 months ago.
- If NO, there is no waiting period to apply.

What happens if you do not make payments on time?

If your application is accepted and you cannot make a payment on time, call us on **131 272** on or before the due date to discuss alternative arrangements. If you miss a payment or your payment is late, we will cancel your application and start child support deductions.

Online account



You can access your Child Support 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 your Child Support online account to it.

Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader, and some browsers, or you can print 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 more information



Go to **servicesaustralia.gov.au/childsupport** or call us on **131 272**.

Information in your language

For Child Support, call **131 272** (call charges may apply). Let us know if you need an interpreter and we will arrange one for free.

Go to **servicesaustralia.gov.au/yourlanguage** to read, listen to or watch information in your language.



Hearing and speech assistance

If you have a hearing or speech impairment, you can use:

- the National Relay Service **1800 555 660**, or
- our TTY service on **1800 810 586**. You need a TTY phone to use this service.

For more help with communication, go to **servicesaustralia.gov.au** and search 'other support and advice'.

Your details

1 Your Customer Reference Number (if known)

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2 Your name

Family name

First given name

Second given name

3 Your date of birth (DD MM YYYY)

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4 Your permanent address

Postcode

5 Your postal address (if different to above)

Postcode

6 Your contact details

Your contact phone number (including area code)

Email

Your employer's details

7 **1** Employer's name

Employer's address

Postcode

Are you an employee or a contractor?

Employee

Contractor

2 Employer's name

Employer's address

Postcode

Are you an employee or a contractor?

Employee

Contractor

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

Privacy notice

8 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 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/privacypolicy

Declaration

9 I declare that:

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

I understand that:

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

Your signature



Date (DD MM YYYY)

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Returning this form

Return this form and a copy of any supporting documents:

- **online**, sign in to your Child Support online account or Express Plus Child Support mobile app and upload by selecting Upload documents.
- by post to
Services Australia
Child Support
GPO Box 9815
MELBOURNE VIC 3001
- by fax to 1300 309 949

You should keep a copy of this form for your records.