When to use this form

Use this form if you are an employer required to report the amount of child support deducted from an employees or a contractors salary.

It can also be used to report if:

- the normal amount of child support was not deducted for an employee/contractor, or
- an employee/contractor ceased employment, or
- an employees/contractors pay-cycle changed.

You can provide the information requested in this form over the phone by calling us on **131 272**.

Filling in this form

You can fill this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and complete it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.

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'.

How to make payments

If you are reporting through Single Touch Payroll, you must use your employer payment reference number when making your payment.

If you are not reporting through Single Touch Payroll, and the deduction is for an S72A garnishee notice, you must use the number that is unique to each employee. Refer to the S72A garnishee notice for more information.

Payments can be made by:

- **BPAY** – A convenient bill payment service that lets you make a payment from your nominated bank to us through phone or internet banking. BPAY payments can be made 24 hours a day, 7 days a week.
  Biller Code: 201509
  Reference number: (your 16 digit payment reference number, no spaces)
  You can find your 16 digit payment reference number on your letter attached to the schedule of deductions.
- **Direct credit** – You can transfer funds from your nominated bank account to our bank account.
  Account name: Services Australia Child Support
  BSB: 092009   **Account Number**: 116755
  You must enter your 16 digit payment reference number without spaces into the 'payment reference' field. This ensures your payment is allocated correctly and without delay.

For information about other payment options go to **servicesaustralia.gov.au/childsupport**

When are payments due?

Payments are to be received by the **7th day** of the following month after the deduction. You can pay multiple child support deductions to us each month as long as we receive them by the 7th day of each month. For instance, you may find it more convenient to remit the deductions to us at the end of each pay period (for example, weekly, fortnightly).

1 Customer Reference Number (if known)

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

OR

Australian Business Number (ABN)

☐☐ ☐☐☐ ☐☐☐ ☐☐☐

2 Employer's name

☐

3 What are the deduction amounts and dates for each employee/contractor?

> **Include** all pay-days within the calendar month (for example, 1st and 31st). If the weekly, fortnightly or monthly deduction amount is different from the amount we are expecting, then give the reason for variation code.
>
> **Reason for variation codes**
>
> | | | | | | |
> |---|---|---|---|---|---|
> | Did not deduct | DIDN | Multiple reasons | MULT | Deduction for S72A notice | S72A |
> | Additional deduction | ADDI | No longer employed | NEM | Employee on strike | STRK |
> | Amount from previous month | AFPM | Previously deducted payment | PDP | Termination payment | TERM |
> | Casual | CAS | Protected earnings | PEA | Worker's compensation | WRKC |
> | Leave without pay | LWP | | | | |

Employee/Contractor details			Pay dates (DD MM YY) and amounts deducted					Monthly totals	Reason code
Family name	First given name	Payroll ID	/ /	/ /	/ /	/ /	/ /		
			$	$	$	$	$	$	
			$	$	$	$	$	$	
			$	$	$	$	$	$	
			$	$	$	$	$	$	
			$	$	$	$	$	$	
			$	$	$	$	$	$	
			$	$	$	$	$	$	
			$	$	$	$	$	$	
							MONTHLY REMITTANCE	$	

4 If the reason for variation for an employee/contractor is because they are no longer employed (reason code NEM), provide their bank account details and the date they ceased employment.

Employee/Contractor details			Bank account details		Date ceased employment (DD MM YYYY)
Family name	First given name	Payroll ID	Branch number (BSB)	Account number	

5 If the reason code selected for an employee/contractor is DIDN, ADDI or MULT, or the codes listed do not apply, give the reason why you did not deduct according to the schedule.

CSP0CS4964 2310

Privacy notice

6   **You need to read this**

Privacy and your personal information

The privacy and security of your personal information is important to Services Australia, 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

7   **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)

Returning this form

Return this form and a copy of any supporting documents by:

- **post** to
    Services Australia
    Child Support
    GPO Box 9815
    MELBOURNE VIC 3001
- fax to 1300 309 949

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