

**centrelink**

## When to use this form



Use this form to claim:

- JobSeeker Payment
- JobSeeker Payment (Provisional)
- Youth Allowance (job seeker) payment – if you are 21 years of age or younger and looking for work, or temporarily unable to work.

## What else you may need to provide

Once released, you may need to provide identity documents. For a list of acceptable documents, go to [servicesaustralia.gov.au/identity](https://servicesaustralia.gov.au/identity)

If we need more information to finalise your claim, you will get a letter from us with more detail.

## Online account



Once released, 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](https://my.gov.au) then link Centrelink to it. To make a claim online, access your Centrelink online account through myGov, and select:

- Payments and claims
- then Claims
- then Make a claim.

## For more information

Once released, you can:

Go to [servicesaustralia.gov.au](https://servicesaustralia.gov.au) or visit one of our service centres.

Call us on **132 850** for JobSeeker Payment, JobSeeker Payment (Provisional) or Crisis Payment or **132 490** for Youth Allowance.



### Information in your language

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

To speak to us in your language, call **131 202**.

Call charges may apply.



### 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 information about help with communication, go to [servicesaustralia.gov.au](https://servicesaustralia.gov.au) and search 'other support and advice'.

## Returning this form

Check that all required questions are answered and that the form is signed and dated.

Return this form to your Corrective Officer who will submit the form to Services Australia on your behalf.

**Keep these Notes (pages 1 to 3) for your information.**

## **Terms and Conditions for Electronic Messaging (SMS or email)**

If you give us your mobile number or email address, you may get electronic messages from us. We may do this instead of sending a letter.

### **What we can message you about**

We will only send messages that matter to you. For example, we may:

- ask or remind you to:
  - attend appointments
  - provide documents
- let you know about:
  - our decisions
  - payments we have made
- confirm that you have changed your details
- send new information about payments and services.

### **Replies**

We do not monitor this service. You should not reply to any of our electronic messages. You may need to take some action if the message asks you to.

### **Privacy and security**

We never:

- ask you for your password or PIN
- send you messages that include:
  - your name
  - your contact details
  - links to any website.

Learn how to protect your identity and your devices at [staysmartonline.gov.au](https://staysmartonline.gov.au)

You can also read about how we manage your personal information at [servicesaustralia.gov.au/privacy](https://servicesaustralia.gov.au/privacy)

### **Keep your details up to date**

You may miss important messages that affect your payment.

Tell us straight away if you change your mobile number or email address. We consider you have received a message once we send it to the mobile number or email address on your record.

### **If you change your mind**

You can unsubscribe from this service at any time.

### **Service changes**

We can change these terms and conditions without notice.

## Partner Permitted to Enquire

Allowing your partner to enquire on your behalf may save you time when dealing with us. It will let you and your partner use more self-service functions online and over the phone.

If you give your partner **permission to enquire**, it will allow your partner to ask questions about your Centrelink payments and services. They could ask us:

- your current rate of payment
- the reason your payment has stopped
- the reason your payment has gone up or down, for example, income and assets, debt and back payment information.

They **can** tell us how much employment income you were paid, changes in your circumstances and view your details online.

They **cannot**:

- act on your behalf with Centrelink
- apply for payments for you
- complete and sign forms and statements on your behalf
- come to appointments for you.

You have a right to have your personal information kept private. For more information, go to [servicessaustralia.gov.au/privacypolicy](https://servicessaustralia.gov.au/privacypolicy)

**Changing your partner's permission to enquire is your choice and you can change this permission at any time.**

If you think your partner is misusing the arrangement, call **132 850** or visit one of our service centres.

If you are affected by family and domestic violence, there is help available. Call **132 850** Monday to Friday, 8am to 5pm local time, and ask to speak to a social worker. Otherwise, you can contact 1800RESPECT (**1800 737 732**), a 24 hour service. If you are in immediate danger, call **000**. For more information, go to [servicessaustralia.gov.au/domesticviolence](https://servicessaustralia.gov.au/domesticviolence)

**Keep these Notes (pages 1 to 3) for your information.**

**This page has been left blank intentionally.**

**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.

**About you**

**1** What date will you be released?  
(DD MM YYYY)

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**2** Do you need an interpreter?

Available in international, Indigenous, Auslan and other sign languages.

No  **Go to 5**

Yes  **Go to next question**


**3** What is your preferred spoken language?

**4** What is your preferred written language?

**5** Do you want to authorise a person or organisation to make enquires, make updates, act and/or get payments on your behalf?

No  **Go to next question**

Yes  **Give details below**

 You need to fill in and return an **Authorising a person or organisation to enquire or act on your behalf (SS313)** form. You can also do this online. You and the person or organisation will need a Centrelink online account.

If you want more information or to download the form, go to [servicesaustralia.gov.au/authorisedrepresentative](http://servicesaustralia.gov.au/authorisedrepresentative)

**6** Prison details

Prison name

Prisoner ID number

**7** Your Customer Reference Number (if known)

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**8** Your name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

**9** Your date of birth (DD MM YYYY)

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**10** Have you been known by any other name(s)?

**Include:**

- name before marriage
- previous married name
- Aboriginal or skin name
- name at birth
- alias
- adoptive name
- foster name.

No  **Go to next question**

Yes  **Give details below**

**1** Other name

Type of name (for example, name at birth)

**2** Other name

Type of name (for example, name before marriage)

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



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26 Your partner's name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

27 Has your partner been known by any other name(s)?

**Include:**

- name before marriage
- previous married name
- Aboriginal or skin name
- name at birth
- alias
- adoptive name
- foster name.

No  Go to next question

Yes  Give details below

**1** Other name

Type of name (for example, name at birth)

**2** Other name


Type of name (for example, name before marriage)

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

28 Your partner's date of birth (DD MM YYYY)

29 Is your partner currently receiving an income support payment?


No

 If you have not already told us about your partner, you need to complete and return a **Partner details (Mod P)** form, **within 14 days** of your release.

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

▶ Go to next question

Yes  Your partner's Customer Reference Number (if known)

 If you have not already told us about your partner, you need to complete and return a **Partner details (Mod P)** form, **within 14 days** of your release.

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

▶ Go to next question

30 Do you give permission for your partner to speak with us on your behalf?

For more information, read page 3.

No

Yes



## Independence details

31 Are you 22 years of age or older?

No  Go to next question

Yes  Go to 33

32 Read this before answering the following question.

Youth Allowance is a payment to help you if you are 21 years of age or younger and looking for work, or temporarily unable to work.

If any of the following apply to you:

- you have a dependent child
- you are supporting yourself through full-time paid employment
- you are an orphan
- you are a refugee
- you are in state care and not living with a parent
- your parents cannot exercise responsibilities
- it is unreasonable for you to live at home (UTLAH)
- you are specially disadvantaged with respect to employment

you may be able to claim Youth Allowance as an independent job seeker.

You may need to provide further evidence of your circumstances following release.

Are you claiming Youth Allowance as an independent job seeker?

No

You may need to complete and return a **Parent(s)/Guardian(s) details for the BASE tax year and CURRENT tax year for dependent Youth Allowance or ABSTUDY customers (Mod JY)** form, **within 14 days** of your release.

If you do not have this form, go to [servicesaustralia.gov.au/forms](http://servicesaustralia.gov.au/forms)

Go to next question

Yes

You may be paid at the dependant rate until you provide further evidence of your independence.

Go to next question

33 Have you ever claimed or received a payment or concession card from us?

No  Go to next question

Yes  Give details below

Name of payment or concession card

Go to 46


## Residence details

34 What country are you currently living in?

The country of residence is where you normally live on a long term basis.

Australia  Go to next question

Other  Country of residence

 If not previously provided, you will need to complete and return a **Residence in Australia and other countries (Mod O)** form, **within 14 days** of your release.

If you do not have this form, go to [servicesaustralia.gov.au/forms](http://servicesaustralia.gov.au/forms)

Go to next question

35 Have you **ever** travelled outside Australia, including short trips and holidays?

This question will help us to verify your Australian residence.

No  Go to next question

Yes  Give details below

Year you last entered Australia

Passport number

Country of issue

36 Are you an Australian citizen **who was born in Australia**?

No  Go to next question

Yes  Go to 46

37 What is your country of birth?

38 What is your country of citizenship?

Australia  Date citizenship granted (DD MM YYYY)

Go to 45

Other  Give details below

Country of citizenship

Date citizenship granted (DD MM YYYY)

39 What type of visa did you arrive on?

Permanent  Go to next question

Temporary  Go to next question

New Zealand passport (Special Category visa)  Go to 41

Not sure  Go to 41

40 Your visa details on arrival

Visa subclass  Date visa granted (DD MM YYYY)

41 Has your visa changed since you arrived in Australia?

No  Go to next question

Yes  Most recent visa details

Visa subclass  Date visa granted (DD MM YYYY)

42 When did you most recently start living in Australia?

(DD MM YYYY)

43 Did your partner (if you have one), or either of your parents arrive on a refugee or humanitarian visa?

No

Yes

44 Did someone provide you with an assurance of support for your migration to Australia?

No

Not sure

Yes

45 Read this before answering the following question.

We need to know if you have lived in any countries other than Australia. 'Lived' means where you or your family made your home or spent a long period of time – it does not include places you visited for a holiday.

Have you **ever** lived outside Australia for any period?

No  Go to next question

Yes  List **all** countries you have lived in since birth and the date you started living in each country.

**Include** when you started living in **Australia**.

**Do not include** short trips or holidays.

1 Country

Date from (DD MM YYYY)

2 Country

Date from (DD MM YYYY)

3 Country

Date from (DD MM YYYY)

4 Country

Date from (DD MM YYYY)

5 Country

Date from (DD MM YYYY)

6 Country

Date from (DD MM YYYY)

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

## Dependent children

**46** Have you ever had children?

No

Yes

**47** On release, will you be caring for dependent children or someone who is ill, injured or has a disability?

No  *Go to next question*

Yes  **Contact us when you are released and you have caring responsibilities.**  
▶ *Go to next question*

**48** Will you be the principal carer of a child under 16 years of age?

No  *Go to 50*

Yes  *Go to next question*

**49** What is the date of birth of your youngest child under 16 years of age?

(DD MM YYYY)

**50** Do you have an existing Child Support case?

No  *Go to next question*

Yes  **Contact Child Support as soon as possible as the amount you have to pay and the amount you receive may change if you receive an income support payment.**  
▶ *Go to next question*

## About your home

The answers to these questions are used to work out your rate of payment and eligibility for rent assistance.

**51** Do you (and/or your partner) own a home that you do not live in?

No  *Go to 53*

Yes  *Go to next question*

**52** What is the reason you do not live in the home?

You or your children are studying

Receiving medical treatment

Receiving care from a person in a private home

Receiving care in a nursing home

Providing care to a person in a private home

Overseas absence

Other  *Give details below*

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**53** Which of the following best describes where you will live once released?

You are single, 22 to under 25 years of age and living in the principal home of a parent  **Go to 89**

You are under 22 years of age and living in the principal home of a parent and not paying rent  **Go to 89**

You are under 22 years of age and living in the principal home of a parent and paying board and/or lodgings  **Go to 58**

In a place where you (and/or your partner) pay private rent – this includes when you live in a caravan park and pay site fees or live on a vessel and pay mooring fees  **Go to 80**

In a home you (and/or your partner) own or you own jointly with another person – this can include:  
• paying it off (mortgage)  
• a caravan, mobile home or boat  **Go to 54**

In a home owned by:  
• a company in which you are a shareholder or director  
• a trust in which you or a member of your family are a potential beneficiary or are named in the trust deed  **Go to 89**

In public housing, for example, housing owned by the Housing Authority. This does not include paying rent to a community housing organisation.  **Go to 60**

In a boarding house, guest house, hostel, hotel, campus, refuge, emergency or supported accommodation or similar  **Go to 82**

In a hospital or home for people with disabilities  **Go to 82**

In an aged care home or nursing home  **Go to 63**

In a retirement village  **Go to 70**

In accommodation which you (and/or your partner) have the right to use for life  **Go to 74**


In accommodation where you pay no rent  **Go to 89**

Other, for example, this could be where you (and/or your partner) do not have a fixed address  Give details below

<b>Go to 80</b>


**54** Is your (and your partner's) home situated on a block of land larger than 2 hectares (5 acres)?

No  **Go to next question**

Yes   If you have not previously told us, complete and return a **Real estate details (Mod R)** form, **within 14 days** of your release. If you do not have this form, go to **servicesaustralia.gov.au/forms**  
▶ **Go to 56**

**55** Is your home situated on more than one title?


No  **Go to next question**

Yes   If you have not previously told us, complete and return a **Real estate details (Mod R)** form, **within 14 days** of your release. If you do not have this form, go to **servicesaustralia.gov.au/forms**  
▶ **Go to next question**

**56** Is any part of the home used to produce income?

**Do not include** rent from boarders or lodgers.

No  **Go to next question**

Yes   If you have not previously told us, complete and return a **Business details (Mod F)** form and a **Real estate details (Mod R)** form, **within 14 days** of your release. If you do not have these forms, go to **servicesaustralia.gov.au/forms**  
▶ **Go to next question**

**57** Do you pay site or mooring fees for your (and your partner's) home (this could be for a caravan, mobile home or boat)?

No  **Go to 89**

Yes  **Go to 80**

**58** Do you have, or have you ever had, a dependent child (natural or adoptive) in your care?

No  **Go to next question**

Yes  **Go to 80**

**59** Are you, or have you been, married or living in a marriage like relationship that has lasted for at least 12 months?

No  **Go to 89**

Yes  **Go to 80**

**60** Is your (or your partner's) name on the rental contract or lease agreement?

No  **Go to next question**

Yes  **Go to 89**

61 Is the primary tenant paying the market rate of rent?

No  ► Go to next question

Not sure  ► Go to next question

Yes  ► Go to 80

62 Do you (and your partner) live with the primary tenant **and** your (and/or your partner's) income has been taken into account by the public housing authority when calculating the rent?

No  ► Go to 89

Yes  ► Go to 80

**Aged care home or nursing home**

63 What is the name of the aged care home or nursing home?

64 What date did you (and/or your partner) move in?

**You**

 (DD MM YYYY)

**Your partner**

 (DD MM YYYY)

65 How long will you (and/or your partner) be staying?

Long term or indefinitely

You  Your partner  ► Go to 67

Short term or temporary respite care

You  Your partner  ► Go to next question

66 What date do you (and/or your partner) expect to leave?

**You**

 (DD MM YYYY)

**Your partner**

 (DD MM YYYY)

► Go to 89

67 Read this before answering the following question.

Payments for accommodation may include:

- Accommodation Bond
- Accommodation Charge
- Refundable Accommodation Deposit (RAD)
- Daily Accommodation Payment (DAP)
- Daily Accommodation Contribution (DAC)
- Refundable Accommodation Contribution (RAC).

Did you (and/or your partner) pay, or agree to pay, a daily payment or a lump sum (either by instalments or in full) for your accommodation to the Aged Care Provider?

This payment may have been a donation, a loan or some type of payment which may be repayable to you in whole or in part, if you leave. This payment does not include gifts or loans above the amount you had to pay for the right to your accommodation.

No  ► Go to 89

Yes  ► Amount of payment

 Provide a copy of the signed accommodation agreement(s), **within 14 days** of your release.

68 Did you (and/or your partner) make a gift and/or loan in addition for the right to your accommodation?

No  ► Go to 89

Yes  ► Go to next question

69 What was the additional amount paid as a gift and/or loan?

Amount of gift

Amount of loan

► Go to 89

## Retirement village

- 70** What date did you (and/or your partner) move into the retirement village?

You

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 (DD MM YYYY)

Your partner

--	--	--	--	--	--	--	--	--	--

 (DD MM YYYY)


- 71** Did you (and/or your partner) pay an entry contribution?

Your entry contribution may have been a donation, a loan or some type of payment which may be repayable to you in whole or in part, if you leave. An entry contribution does not include gifts or loans above the amount you had to pay for the right to your accommodation.

No  Go to next question

Yes  Amount of entry contribution

\$

 Provide a copy of the signed contract or agreement, **within 14 days** of your release.  
▶ Go to next question

- 72** Did you (and/or your partner) make a gift and/or loan in addition to the entry contribution?

No  Go to 80

Yes  Go to next question

- 73** What was the additional amount paid as a gift and/or loan?

Amount of gift

\$

Amount of loan

\$

▶ Go to 80

## Life interest

- 74** Did you (and/or your partner) pay a sum of money and/or transfer assets to another person in return for this accommodation for life?

No  Go to next question

Yes  Go to 76

- 75** Tick which option describes how you (and/or your partner) obtained a life interest in a home without any exchange of money or transfer of assets:

Inherited the life interest  Go to 89

A formal agreement documenting the life interest  Go to 89

An informal agreement, no rent paid  Go to 89

An informal agreement to live at a child's home and pay rent  Go to 80

Other  Give details below

▶ Go to 80

- 76** What are the details of the person or organisation that was paid money or assets were transferred to?

Full name (of the person or organisation)

Address

Postcode

- 77** What was the amount paid?

\$

- 78** What (if any) assets were transferred?

- 79** What was the market value of assets transferred?

\$

## Living with other people

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

Sharing your accommodation means that you have the right to use a kitchen, bedroom or bathroom with one or more persons. This includes **all** family members (except your partner and dependent children), people who regularly stay at your accommodation and people who work away from home, for example, truck drivers, miners, flight attendants or members of the armed forces.

Do you (and your partner) share your accommodation with other people?

No  **Go to 82**

Yes  Give details below

**1** Person's name

Age  Date they moved in (DD MM YYYY)

Relationship to you  Do they own the home?  
 No  Yes

**Their share** of the rent or lodgings  
 (not required if they own the home)  
 \$  per

**2** Person's name

Age  Date they moved in (DD MM YYYY)

Relationship to you  Do they own the home?  
 No  Yes

**Their share** of the rent or lodgings  
 (not required if they own the home)  
 \$  per

**3** Person's name

Age  Date they moved in (DD MM YYYY)

Relationship to you  Do they own the home?  
 No  Yes

**Their share** of the rent or lodgings  
 (not required if they own the home)  
 \$  per

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

**81** Will you (and your partner) share your accommodation with one or more of your children who receive a Centrelink payment, ABSTUDY or a service pension but they do **not** receive Rent Assistance?

No

Yes

## Paying for accommodation

**82** Will you (and your partner) pay board and/or lodgings?

Board means you (and your partner) are provided with some regular meals.

Lodgings means the amount you (and your partner) pay for your accommodation.

No  **Go to 84**

Yes  **Go to next question**

**83** Can you separate the amounts you (and your partner) will pay for board and/or lodgings?

No  Total board and lodgings charged per day, week, fortnight, 4 weeks or calendar month

\$  per

**Go to 85**

Yes  Amount paid for board (meals) per day, week, fortnight, 4 weeks or calendar month

\$  per

Amount paid for lodgings (accommodation only)  
 per day, week, fortnight, 4 weeks or calendar month

\$  per

**Go to 85**

**84** What is the amount **you** (and **your partner**) will pay per day, week, fortnight, 4 weeks or calendar month (for example, rent, maintenance or site fees)?

This would be the total you (and your partner) pay for the property minus any subsidy/rebate, rent amount claimed as a business expense for taxation purposes **or** contribution from another person or organisation.

\$  per

**85** When did/will you (and your partner) start paying these fees?

(DD MM YYYY)

86 What type of accommodation will you (and your partner) live in?

Boarding house/hostel/private hotel, hospital or disability housing  **Go to 88**

Private house or townhouse/unit/flat

Community housing

Defence housing  **Go to next question**

Caravan/cabin/mobile home

Boat

Other  Give details below

► **Go to next question**

87 What is the **total amount** being charged per day, week, fortnight, 4 weeks or calendar month?

\$  per

88 Do you (and your partner) have a formal lease or tenancy agreement?

No  **Go to next question**

Yes



Provide a full copy of your signed lease or tenancy agreement, **within 14 days** of your release.

## Income and assets details

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

If you are not able to complete this section, on your release call us on **132 850** or visit one of our service centres with your income and asset details.

89 How much do you have in your prison trust or phone account?

\$

90 Are you a new customer or has your income and assets changed since you last claimed a payment from us?

No  **Go to next question**

Yes



If you have not previously told us or you need to update your income and assets details, complete and return a **Income and assets (Mod iA)** form, **within 14 days** of your release.

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

► **Go to next question**



**91** Give details below of **all** accounts held by you (and/or your partner) in banks, building societies or credit unions.

**Include** savings accounts, cheque accounts, term deposits, joint accounts, accounts you hold in trust or under any other name, or money held in church or charitable development funds.

Accounts and term deposits outside Australia should be included, with the current balance in the type of currency in which it is invested. We will convert this into Australian dollars.

**Do not include** shares, managed investments or an account used exclusively for funding from the National Disability Insurance Scheme.

**1** Name of bank, building society or credit union

Account number (this may not be your card number)

Current balance of account      Currency if not AUD

Your share      %

      %

Account held in the name(s) of

**2** Name of bank, building society or credit union

Account number (this may not be your card number)

Current balance of account      Currency if not AUD

Your share      %

      %

Account held in the name(s) of

**3** Name of bank, building society or credit union

Account number (this may not be your card number)

Current balance of account      Currency if not AUD

Your share      %

      %

Account held in the name(s) of

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

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

The **current market value** of an item is what you would get if you sold it. It is not the replacement or insured value.

**Include:**

- all furniture (including soft furnishings such as curtains), antiques and works of art
- electrical appliances such as televisions and fridges
- jewellery for personal use and hobby collections (for example, stamps, coins).

**Do not include:**

- fixtures such as stoves and built-in items.

What is the current value of your (and/or your partner's) household contents and personal effects?

Current market value	Amount owed
\$ <input type="text"/>	\$ <input type="text"/>
Your share <input type="text"/> %	

**93** Do you own, partly own or have a financial interest in any motor vehicles, motor cycles or trailers?

No  **Go to next question**

Yes  **Give details below**

**1** Type of asset (for example, car)      Make (for example, Ford)

Model (for example, Focus)      Year

Current market value      Amount owed

\$       \$

Your share  %

**2** Type of asset (for example, car)      Make (for example, Holden)

Model (for example, Astra)      Year

Current market value      Amount owed

\$       \$

Your share  %

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

**94** Do you have any unused leave entitlements or redundancy payments from ceasing work in the last 12 months?

No

Yes

**95** Have you claimed or are you able to claim compensation, insurance or damages?

No  *Go to next question*

Yes

 If you have not previously told us, complete and return a **Compensation and damages (Mod C)** form, **within 14 days** of your release. If you do not have this form, go to **servicesaustralia.gov.au/forms**  
▶ *Go to next question*

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

You may not be paid if you do not give us your tax file number (TFN). If you do not have a TFN, or do not know what yours is, you can apply for one through the Australian Taxation Office.

In giving us your tax file number in relation to this claim you authorise us to use your tax file number for other social security payments and services in future where necessary.

Have you given us your tax file number before?


No  *Go to next question*

Not sure  *Go to next question*

Yes  *Go to 98*

**97** Do you have a tax file number?

No

 You will need to complete and return a **Tax file number – application or enquiry for individuals (NAT 1432)** form, **within 14 days** of your release. If you do not have this form, go to **ato.gov.au** You may need to ask a Corrective Services staff member to get it for you.  
▶ *Go to next question*

Yes  Your tax file number

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**98** Read this before answering the following question.

If you think you will have to pay tax this year, you can ask us to deduct tax instalments from your taxable payment.

Once you are released you can change or cancel your tax deduction at any time using your Centrelink online account.

If you are not sure how much tax to have taken out of your payment, contact the Australian Taxation Office once released.

Do you want tax taken out each fortnight?

No  *Go to next question*

Yes  Give details below

**Tick one only**

A set amount (must be whole dollars)  \$ .00 per fortnight

A percentage (%) of my payment  % per fortnight

## Method of payment

**99** Do you wish to claim a Crisis Payment?

No

Yes

**100** Would you like an advance of up to 7 days of your payment?

Your first fortnightly payment will be reduced by the amount of the advance.

No

Yes

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

If you do not have a bank account you will need to set one up as soon as possible and advise us of the details.

You can also arrange a payment nominee (see question 5 for details).

Where do you want your payment(s) made?

The account must be in your name. A joint account is acceptable.

Payments cannot be made into an account used exclusively for funding from the National Disability Insurance Scheme.

**Tick one only**

The account that my last Centrelink income support payment was paid into

or

Another or a new account  *Go to 103*

or

No current bank account

You will need to visit a service centre **within 7 days** of your release to finalise your crisis payment.  
▶ *Go to 104*

**102** Are you sure your account has been kept open and that you have access to your ATM card?

No  *Go to next question*

Yes  *Go to 104*

**103** Give the following account details for your payments.

Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

**104** Do you have a debt with us to repay?

Not sure  **Go to 106**

No  **Go to 106**

Yes  **Go to next question**

**105** What is your preferred option to repay your debt?

Start repayments on release

Delay repayments for 4 weeks to assist with expenses on release

Request a reduced repayment rate  Repayment rate of

\$  per fortnight

### Confirmation of Identity

**106** **You may need to prove your identity before you claim a payment.**

You may need to provide the following original documents (not copies), one of which must be an acceptable photo ID document:

- 1 commencement document to show your birth or arrival in Australia, for example, Australian birth certificate, Australian passport or Australian visa
- 1 primary document to show the use of your identity in the community, for example, Australian driver licence, Australian marriage certificate or foreign passport
- 1 secondary document to show the use of your identity in the community, for example, a bank or financial institution card, statement or passbook.

If you cannot provide some of these documents, tell us and we will talk to you about other options. For more information, go to [servicesaustralia.gov.au/identity](http://servicesaustralia.gov.au/identity)

On your release, call us on **132 850** or visit one of our service centres with your identity documents to establish your identity as your claim may not be processed if we cannot prove who you are.

► **Go to next question**

### Checklist

**107** Which of the following forms and documents are you (and/or your partner) providing with this form?

Where you are asked to supply documents, provide original documents. In some circumstances, copies may be accepted as detailed in the below checklist.

If you are not sure, check the question to see if you should provide the documents.

Identity documents For a full list of acceptable identity documents, go to <a href="http://servicesaustralia.gov.au/identity">servicesaustralia.gov.au/identity</a>	<input type="checkbox"/>
<b>Authorising a person or organisation to enquire or act on your behalf (SS313)</b> form (If you answered Yes at <b>question 5</b> )	<input type="checkbox"/>
<b>Relationship details – Separated under one roof (SS293)</b> form (Both you and your ex-partner, if you answered No, or only you, if you answered Yes at <b>question 24</b> )	<input type="checkbox"/>
<b>Partner details (Mod P)</b> form (If required at <b>question 29</b> )	<input type="checkbox"/>
<b>Residence in Australia and other countries (Mod O)</b> form (If required at <b>question 34</b> )	<input type="checkbox"/>
<b>Real estate details (Mod R)</b> form (If you answered Yes at <b>question 54</b> , and/or <b>55</b> )	<input type="checkbox"/>
<b>Business details (Mod F)</b> form and <b>Real estate details (Mod R)</b> form (If you answered Yes at <b>question 56</b> )	<input type="checkbox"/>
Copy of the signed accommodation agreement(s) (If you answered Yes at <b>question 67</b> )	<input type="checkbox"/>
Copy of the signed contract or agreement to verify your entry contributions (If you answered Yes at <b>question 71</b> )	<input type="checkbox"/>
Full copy of your signed lease or tenancy agreement (If you answered Yes at <b>question 88</b> )	<input type="checkbox"/>
<b>Income and assets (Mod iA)</b> form (If you answered Yes at <b>question 90</b> )	<input type="checkbox"/>
<b>Compensation and damages (Mod C)</b> form (If you answered Yes at <b>question 95</b> )	<input type="checkbox"/>
<b>Tax file number – application or enquiry for individuals (NAT 1432)</b> form (If you answered No at <b>question 97</b> )	<input type="checkbox"/>

**108** Did an interpreter or someone else help you fill in this form?

No  Go to next question

Yes  an interpreter  interpreter to complete question 111, you  Go to next question

someone else  Give details below

Tell us why you needed help

Text input field for reasons.

Name of person who helped you fill in this form

Text input field for name.

Contact number of person who helped you fill in this form (including area code)

Text input field for contact number.

▶ Go to next question

**Privacy notice**

**109 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](http://servicesaustralia.gov.au/privacypolicy)

**Declaration**

**110 I declare that:**

- I will take all reasonable steps to further my education and/or employment and if required I am willing to enter into a Job Plan.
- I will notify Services Australia of any changes to this information **within 14 days** of the change(s) occurring.
- the information I have provided in this form is complete and correct.

**I understand that:**

- a Job Plan means an Employment Pathway Plan under the *Social Security Act 1991*.
- 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

Signature box with pen icon.

Date (DD MM YYYY)

Date input fields.

▶ Interpreter to complete question 111 on the next column.

**111** Interpreter's details and statement (if applicable)

I (interpreter's name)

Text input field for name.

of (interpreter's address)

Text input field for address, including a Postcode label.

have read this form in the

Text input field for language.

to (customer's/partner's name(s))

Text input field for customer/partner name(s).

They understand the content of this form and agree that the answers to the questions are true and correct.

I understand the confidentiality of social security law and realise personal information is protected and should not be disclosed.

Interpreter's signature

Signature box with pen icon.

Date (DD MM YYYY)

Date input fields.

Contact phone number (including area code)

Text input field for phone number.

**Office use only**

**A – Information requested/required, to be provided within 14 days of release or as stated otherwise.**

Identity documents For a list of acceptable documents, go to <a href="http://servicesaustralia.gov.au/identity">servicesaustralia.gov.au/identity</a>	<input type="checkbox"/>
<b>Parent(s)/Guardian(s) details for the BASE tax year and CURRENT tax year for dependent Youth Allowance or ABSTUDY customers (Mod JY) form</b> (If answered No at question 29 and required)	<input type="checkbox"/>
Parole requirements to be provided when attending one of our service centres or your Employment Services Provider	<input type="checkbox"/>
New bank account details	<input type="checkbox"/>
Documents to verify details of your entry contribution	<input type="checkbox"/>
Full copy of your signed lease or tenancy agreement	<input type="checkbox"/>

**B – Action dates**

Ensure manual review activity has been coded to follow-up return of forms/documents.

Date requested on (DD MM YYYY)

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Date to be returned (DD MM YYYY)

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**C – Further information**

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