

**centrelink**

Return this form online or to one of  
our service centres by (DD MM YYYY)

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## When to use this form



This form is used to collect information to help Services Australia make an informed decision about recovering money owing on your account.

## Important information

If you owe us money you will need to pay this back. For more information, go to [servicessaustralia.gov.au/owingmoney](https://servicessaustralia.gov.au/owingmoney)

If you have any questions or cannot return this form and any supporting documents by the return date above, call us on **1800 076 072**.

## Online account



You can upload this form, with any supporting documents, online.

For more information about how to access an online account or how to lodge documents online, go to [servicessaustralia.gov.au/centrelinkuploaddocs](https://servicessaustralia.gov.au/centrelinkuploaddocs)

## For more information



### Information in your language

We can translate documents you need for your claim or payments 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 [servicessaustralia.gov.au](https://servicessaustralia.gov.au) and search 'other support and advice'.

## Having a partner

We consider you to have a partner and be a member of a couple if you are either:

- married
- in a registered relationship. This is when your relationship is registered under a law of a state or territory.
- in a de facto relationship. This is when you and your partner are in a marriage like relationship but you are not married or in a registered relationship.

We may still consider you a member of a couple if you are not actually living with your partner. For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

For more information, go to [servicessaustralia.gov.au/moc](https://servicessaustralia.gov.au/moc)

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Your current situation

**11** Do you currently receive any income as an employee?

No  Go to next question

Yes  Give details below

Employer's name/business name

Address  
  
.....  
  
Postcode

Phone number  
(including area code)

Australian Business Number (ABN)

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

**12** Do you currently receive any income from self-employment?

No  Go to next question

Yes  Give details below

Employer's name/business name

Address  
  
.....  
  
Postcode

Phone number  
(including area code)

Australian Business Number (ABN)

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

**13** Are you receiving superannuation?

No  Go to next question

Yes  Give details below

Fund name

Address  
  
.....  
  
Postcode

Phone number  
(including area code)

Amount received per fortnight/month/annually  
\$  per

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

**14** Are you receiving compensation?

No  Go to next question

Yes  Give details below

Compensation payer

Address  
  
.....  
  
Postcode

Phone number  
(including area code)

Amount received per fortnight/month/annually  
\$  per

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

**15** Provide details of your (and your partner's) income

**Your income**

	Amount	How often received (for example, weekly, fortnightly, monthly)
Gross pay (before tax and/or other deductions are made)	\$	
Other income (for example, board or lodgings)	\$	
Child support paid to you	\$	
Gross income from rental property	\$	
Interest on investment/shares	\$	
Centrelink payments (for example, Family Tax Benefit)	\$	
Other income	\$	
Details of other income		

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

**Your partner's income**

	Amount	How often received (for example, weekly, fortnightly, monthly)
Gross pay (before tax and/or other deductions are made)	\$	
Other income (for example, board or lodgings)	\$	
Child support paid to you	\$	
Gross income from rental property	\$	
Interest on investment/shares	\$	
Centrelink payments (for example, Family Tax Benefit)	\$	
Other income	\$	
Details of other income		

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

**16** Provide details of your (and your partner's) deductions

**Your deductions**

	Amount	How often deducted (for example, weekly, fortnightly, monthly)
Tax	\$	
Superannuation	\$	
Union dues	\$	
Child support paid by you	\$	
Any other wage/salary related deductions	\$	

**Your partner's deductions**

	Amount	How often deducted (for example, weekly, fortnightly, monthly)
Tax	\$	
Superannuation	\$	
Union dues	\$	
Child support paid by you	\$	
Any other wage/salary related deductions	\$	

Household expenditure

17 What is the expenditure of your household?

	Amount	How often paid
Rent or mortgage	\$ <input type="text"/>	per <input type="text"/>
Council rates	\$ <input type="text"/>	per <input type="text"/>
Water and sewerage rates	\$ <input type="text"/>	per <input type="text"/>
House insurance	\$ <input type="text"/>	per <input type="text"/>
Contents insurance	\$ <input type="text"/>	per <input type="text"/>
Life insurance	\$ <input type="text"/>	per <input type="text"/>
Private health insurance	\$ <input type="text"/>	per <input type="text"/>
Electricity	\$ <input type="text"/>	per <input type="text"/>
Home telephone/internet	\$ <input type="text"/>	per <input type="text"/>
Mobile	\$ <input type="text"/>	per <input type="text"/>
Gas or other heating	\$ <input type="text"/>	per <input type="text"/>
Other expenses		
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

Household expenses

	Amount	How often paid
Groceries	\$ <input type="text"/>	per <input type="text"/>
Medical	\$ <input type="text"/>	per <input type="text"/>
Dental	\$ <input type="text"/>	per <input type="text"/>
Chemist	\$ <input type="text"/>	per <input type="text"/>
Tools/books	\$ <input type="text"/>	per <input type="text"/>
Clothing	\$ <input type="text"/>	per <input type="text"/>
Sport	\$ <input type="text"/>	per <input type="text"/>
School fees	\$ <input type="text"/>	per <input type="text"/>
Child care	\$ <input type="text"/>	per <input type="text"/>
School/casual clothing/shoes	\$ <input type="text"/>	per <input type="text"/>
Entertainment	\$ <input type="text"/>	per <input type="text"/>
Other expenses		
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

Continue to next column ►

Continued

Transport expenses

	Amount	How often paid
Car registration	\$ <input type="text"/>	per <input type="text"/>
Car insurance	\$ <input type="text"/>	per <input type="text"/>
Petrol	\$ <input type="text"/>	per <input type="text"/>
Car repairs	\$ <input type="text"/>	per <input type="text"/>
Public transport fares	\$ <input type="text"/>	per <input type="text"/>
Parking fees	\$ <input type="text"/>	per <input type="text"/>
Other expenses		
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

Regular payments

(for example, credit card repayments, hire purchase, TV hire)

**1** Money owed to

For

To be finalised by (DD MM YYYY)

Balance owing	Payment	How often paid
\$ <input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

**2** Money owed to

For

To be finalised by (DD MM YYYY)

Balance owing	Payment	How often paid
\$ <input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

**3** Money owed to

For

To be finalised by (DD MM YYYY)

Balance owing	Payment	How often paid
\$ <input type="text"/>	\$ <input type="text"/>	per <input type="text"/>

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

Your assets

**18** Do you (and/or your partner) own houses and other real estate?

No  Go to next question

Yes  Give details below

**1** Address of property

.....  
 .....  
 Postcode

Owner details  
 (for example, self, joint, other) Current value

\$

Your share % Partner's share %

**2** Address of property

.....  
 .....  
 Postcode

Owner details  
 (for example, self, joint, other) Current value

\$

Your share % Partner's share %

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

**19** Do you (and/or your partner) 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 value Balance of loan(s) taken to purchase

\$ \$

Your share % Partner's share %

Continued

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

Model (for example, Astra) Year

Current value Balance of loan(s) taken to purchase

\$ \$

Your share % Partner's share %

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

**20** Do you (and/or your partner) own, partly own or have a financial interest in any boats or caravans/motor homes?

**Do not include** a boat or caravan that is your principal home.

No  Go to next question

Yes  Give details below

**1** Type of asset (for example, boat) Make (for example, Quintrex)

Model (for example, Coastrunner) Year

Current value Balance of loan(s) taken to purchase

\$ \$

Your share % Partner's share %

**2** Type of asset (for example, caravan) Make (for example, Jayco)

Model (for example, Heritage) Year

Current value Balance of loan(s) taken to purchase

\$ \$

Your share % Partner's share %


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

**21** 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 currency in which it is invested. We will convert this to Australian dollars.

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

 Provide evidence from your financial institution that shows your current account balance, BSB code, account number and account holder name(s) for each account held. Copies can be provided. ATM slips are not acceptable.

**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

\$ <input type="text"/>	<input type="text"/>
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Your share  %      Partner's share  %

**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

\$ <input type="text"/>	<input type="text"/>
-------------------------	----------------------

Your share  %      Partner's share  %

**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

\$ <input type="text"/>	<input type="text"/>
-------------------------	----------------------

Your share  %      Partner's share  %

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

**22** Do you (and/or your partner) have any bonds or debentures?

Bonds refer to government and semi-government bonds.

**Include:**


- investments in and/or outside Australia.


Bonds or debentures outside Australia should be included, with the current balance in the currency in which it is invested. We will convert this to Australian dollars.

**Do not include:**

- friendly society bonds, funeral bonds or life insurance bonds
- accommodation bonds for residing in an aged care facility.

No   Go to next question

Yes   Give details below

 Provide a document which gives details for each bond or debenture.

**1** Name of company

Type of investment

Current amount invested      Currency if not AUD

\$ <input type="text"/>	<input type="text"/>
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Your share  %      Partner's share  %

**2** Name of company

Type of investment

Current amount invested      Currency if not AUD

\$ <input type="text"/>	<input type="text"/>
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Your share  %      Partner's share  %

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



**23** Do you (and/or your partner) have money on loan to another person or organisation?

**Include** all loans, whether they are made to family members, other people or organisations or trusts.

**Do not include** loans to get accommodation in a hostel.

No  Go to next question

Yes  Give details below

 Provide a document which gives details for each loan (if available).

**1** Who did you lend the money to?

Date lent (DD MM YYYY)

Amount lent

Current balance on loan

Lent by you  %

Lent by your partner  %

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

**24** Do you (and/or your partner) have money owed to you (for example, tax refund, insurance payment, personal loan)?

No  Go to next question

Yes  Give details below

**1** Name of person or institution/business

Address


---


Postcode

Expected pay date (DD MM YYYY)

Amount \$

**2** Name of person or institution/business

Address


---


Postcode

Expected pay date (DD MM YYYY)

Amount \$

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

**25** Are you (and/or your partner) receiving or expecting to receive any compensation payments?

No  Go to next question

Yes  Give details below

**1** Insurance company/employer involved

Claim reference number

Actual or expected pay date (DD MM YYYY)

Amount \$

**2** Insurance company/employer involved

Claim reference number

Actual or expected pay date (DD MM YYYY)

Amount \$

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

Your offer to repay

**26** Indicate what your offer is to repay

Make your payment on the date you indicate and we will advise you if the offer is accepted.

**Offer A** – Lump sum and instalments  Give details below

I offer to pay a lump sum amount of \$

by (DD MM YYYY)

and then pay \$

every (for example, week, fortnight)

I will start paying on (DD MM YYYY)

**Offer B** – Instalments  Give details below

I offer to pay \$

every (for example, week, fortnight)

I will start paying on (DD MM YYYY)

## Permission to enquire

**27** Who should we contact if we need more details about your answers on this **Financial information (SS245)** form?

- Myself
- My partner  **Go to 29**
- My nominee
- My accountant/financial adviser or other person  **Go to next question**

**28** Give contact details of the accountant/financial adviser/other person.

Full name

Address

Postcode

Phone number (including area code)

## Checklist

**29** Which of the following 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.

	Tick all that apply
Copy of statement from each financial institution that shows your current account balance, BSB code, account number and account holder name(s), for each account (See <b>question 21</b> )	<input type="checkbox"/>
Documents which give details for each bond or debenture (If you answered Yes at <b>question 22</b> )	<input type="checkbox"/>
Documents which give details for each loan (If you answered Yes at <b>question 23</b> )	<input type="checkbox"/>

## Privacy notice

**30** 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](https://servicesaustralia.gov.au/privacypolicy)

## Declaration

**31** 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 that I receive the correct entitlement.
- giving false or misleading information is a serious offence.

I have read, understood and agree to the above.

Date (DD MM YYYY) (you **must** date this declaration)

Your signature (**only** required if returning by post or in person)

## Returning this form

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

Return this form and any supporting documents to us by the return date on page 1 of the **Notes**. If you cannot do this, call us on **1800 076 072**.

You can return this form and any supporting documents:

- online** using your Centrelink online account. For more information, go to [servicesaustralia.gov.au/centrelinkuploadocs](https://servicesaustralia.gov.au/centrelinkuploadocs)
- by post to:  
Services Australia  
Debt Recovery Team  
PO Box 7900  
CANBERRA BC ACT 2610
- in person at one of our service centres.