

**centrelink**

## Apply online

The quickest way to authorise Services Australia to deduct, change or cancel tax deductions from your payment is through your Centrelink online account through myGov or Express Plus Centrelink mobile app.

- **Centrelink online account**

1. Sign in to **my.gov.au** and go to **Services**, then select **Centrelink**.
2. Select **MENU** from your homepage.
3. Select **Payments and claims**
4. Select **Manage payments**, then **Manage deductions**.

- **Express Plus Centrelink mobile app**

1. Sign in with your myGov PIN.
2. From the **HOME** screen, under the title **Frequently used services**, select **Deductions**, then select **Tax deduction**.

## When to use this form

Use this form to authorise Services Australia to deduct, change or cancel tax deductions from your payment if you cannot apply online.

A payment summary showing the amount of taxable and tax-related payments and the amount of tax deducted will be available at the end of the financial year.

Any tax deducted from your payments can only be recovered through lodgement of a tax return. If you lodge your income tax return electronically through the Australian Taxation Office's myTax system, your payment summary information should be automatically pre-filled in the Australian Taxation Office's myTax lodgement service. Copies of your payment summary should be kept by you for your tax records.

## For more information

To find out more information about payment summaries, go to [servicessaustralia.gov.au/paymentssummary](https://servicessaustralia.gov.au/paymentssummary)

If you need to call us, go to [servicessaustralia.gov.au/phoneus](https://servicessaustralia.gov.au/phoneus)



### Information in your language

We can translate documents you need for your claim or payment 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'.

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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.

1 Your Customer Reference Number (if known)

2 Your name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

3 Your date of birth (DD MM YYYY)

4 Your contact phone number (including area code)

5 What action do you want us to take?

Tick one only

Start a new deduction  Go to next question

Change a current deduction  Go to next question

Cancel my current deduction  We will cancel your deduction from the date of your next available payment.

Go to 7

6 How much tax do you want taken out each fortnight?

The deduction will start from your next available payment date.

Tick one only

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

A percentage (%) of my payment  % per fortnight

Privacy notice

7 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)

Authorisation

8 I declare that:

- I authorise Services Australia to make the nominated changes to my payment.
- 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.

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

Return this form:

- **online** using your Centrelink online account. For more information, go to [servicesaustralia.gov.au/centrelinkuploaddocs](http://servicesaustralia.gov.au/centrelinkuploaddocs)
- by post to  
Services Australia  
Centrelink  
Reply Paid 7800  
Canberra BC ACT 2610
- in person at one of our service centres.



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