

## When to use this form



Use this form to claim a Special Employment Advance. A Special Employment Advance can help if you are:

- offered a job – but you do not have enough money to pay for something you need to start your job
- short of money because you (or your partner) have worked but have not yet been paid and the earnings have reduced your Centrelink payment by at least 50%.

You must repay a Special Employment Advance to us. The advance can be between \$50 and \$500. The amount you get will depend on your circumstances.

## Who can apply for a Special Employment Advance?

You can apply if you get one of the following payments:

- Austudy Payment
- Carer Payment
- Disability Support Pension
- JobSeeker Payment
- Parenting Payment (Single)
- Youth Allowance

## Repaying a Special Employment Advance

If you continue to get a payment from us, we will deduct a fortnightly amount from it, until you have paid the advance back.

If you stop getting a payment from us, you still need to repay the amount you owe us. We will send you an account and tell you how to do this.

## Online account



Many of our customers find it easier to claim payments and manage their details using their Centrelink online account or Express Plus Centrelink mobile app.

You need a myGov account to link and use your Centrelink online account or Express Plus Centrelink mobile app. If you do not have a myGov account, go to **my.gov.au** and create one. For help, go to **servicesaustralia.gov.au/onlineguides**

## What else you may need to provide

**Important note:** You must return **all** supporting documents at the same time you lodge this claim form. If you do not return all documents, your claim may not be accepted. The only exception will be if you are waiting for documents from a third party.

**Keep these Notes (pages 1 to 2) for your information.**

## For more information

Go to [servicesaustralia.gov.au/advancepayments](https://servicesaustralia.gov.au/advancepayments) or visit one of our service centres.  
If you need to call us, go to [servicesaustralia.gov.au/phoneus](https://servicesaustralia.gov.au/phoneus)



### 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'.

**Keep these Notes (pages 1 to 2) for your information.**

centrelink

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 Have you been getting one of the payments listed on page 1 of the **Notes** for 3 months or more?


No   You cannot get a Special Employment Advance.

Yes  Give payment details below

2 Do you have a debt with us or another Australian Government department?

This does **not** include a Centrelink or Family Tax Benefit Advance Payment.

No  Go to next question

Yes   You cannot get a Special Employment Advance.

3 Your fortnightly income and expenses

To work out if you can afford to repay a Special Employment Advance:

A Estimate your total **fortnightly income** (include all earned income and income from Centrelink)

\$

B Estimate your total **fortnightly expenses** (include food, rent, travel, contributions to power, phone, Centrelink advance repayments and all ongoing expenses and payments)

\$

C Deduct your total **fortnightly expenses** from your total **fortnightly income**. This will leave you with a fortnightly excess of **(A - B = C)**:

\$

You may be able to afford the repayments of the Special Employment Advance if your fortnightly excess is greater than 14% of your Centrelink payment.

If you need help to work out your income and expenses, you can get a copy of the **Financial Information Service savings planner** by going to [servicesaustralia.gov.au](http://servicesaustralia.gov.au)

4 Can you afford to repay the Special Employment Advance?

No   You cannot get a Special Employment Advance.

Yes  Go to next question

About you

5 Your Customer Reference Number (if known)

6 Your name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

7 Your date of birth (DD MM YYYY)

8 Your contact phone number (including area code)

9 How much money do you have access to?

This includes cash, money in the bank or other financial institution.

\$



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**10** Your employer details

Name

Address

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Postcode

Name of contact person

Phone number (including area code)

Type of work

If more than 1 employer, provide a separate sheet with details.

**11** Which one of the following applies to you?

You have been offered a job which will last at least 6 weeks, but you cannot afford an essential expense in order to start work.

**Go to next question**

You are short of money because you (or your partner) have worked but have not yet been paid, you do not expect to get paid within the next 2 days and the earnings have reduced your Centrelink payment by at least 50%.

**Go to 18**

**Offered a job**

**12** When is the job expected to start?

 (DD MM YYYY)

You must provide evidence that you have been offered a job.

**13** What is the item or service you need before you can start work?

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**14** How much does this item or service cost?

**15** How much money do you need from us to pay for this item or service? (minimum amount is \$50)

**16** What is the gross amount of employment income you expect to be paid each fortnight?

To be entitled to a Special Employment Advance your employment income must reduce your Centrelink payment by at least 50%.

**17** Is there someone else (for example, your Employment Services Provider) who can help you with this expense?

No  **Go to 20**

Yes  Give details below

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**Go to 20**

**Working but not yet paid**

**18** Details of the work for which you (or your partner) have not yet been paid.

To be entitled to a Special Employment Advance your employment income must reduce your Centrelink payment by at least 50%.

**1** Dates worked

From (DD MM YYYY)

To (DD MM YYYY)

Amount (before tax) of income **not yet paid**

Date you (or your partner) expect to get this money

 (DD MM YYYY)

**2** Dates worked

From (DD MM YYYY)

To (DD MM YYYY)

Amount (before tax) of income **not yet paid**

Date you (or your partner) expect to get this money

 (DD MM YYYY)

19 How much money do you need from us to meet your expenses?  
(minimum amount is \$50)

Your Special Employment Advance cannot be more than the amount deducted from your Centrelink payment as a result of employment income you have not yet received.

\$

### Privacy notice

20 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

21 I declare that:

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

#### I understand that:

- the Special Employment Advance will reduce my fortnightly Centrelink payments until the Special Employment Advance is repaid.
- if I stop receiving a Centrelink payment, any amount of the Special Employment Advance I still owe will become a debt which I will have to repay as soon as possible.
- 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)

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Your signature (**only** required if returning in person)



### Returning this form

Return this form and any supporting documents:

- **online** using your Centrelink online account. For more information, go to [servicesaustralia.gov.au/centrelinkuploaddocs](https://servicesaustralia.gov.au/centrelinkuploaddocs)
- in person at one of our service centres.