

Notes for Bereavement Payment of

- Parental Leave Pay
- Family assistance

Online account



Completing this form online is faster and easier.

Access your Centrelink online account through myGov.

To make a claim for Stillborn Baby Payment, Parental Leave Pay or Family Tax Benefit, sign into your Centrelink online account through myGov. Select **Payments and claims**, then **Claims** and **Make a claim**.

If you do not have a myGov account, you can create one at my.gov.au and then link to Centrelink.

When to use this form



These notes provide information about Parental Leave Pay and family assistance payments available for a child who was stillborn or who has recently died.

Use this form to claim any of the following payments:

- Parental Leave Pay for a child who was stillborn or who has recently died
- Stillborn Baby Payment
- Family Tax Benefit for a child who has recently died.

You cannot use this form to claim for the following payments:

- Child Care Subsidy
- Family Tax Benefit annual lump sum.

For stillborn children:

- the Stillborn Baby Payment may be paid where Parental Leave Pay cannot be paid because you have not met the Paid Parental Leave scheme work test or income requirements
- born as part of a multiple birth (for example, twins or triplets), Parental Leave Pay may be payable for one child and Stillborn Baby Payment for the other child or children.

For more information

Go to servicessaustralia.gov.au/families or visit one of our service centres.

Call our Families line on **136 150** and say the word 'bereavement'.

For information about what help there is when a child dies, call us on **1800 118 338**.



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**.



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 and search 'other support and advice'.

Keep these Notes (pages 1 to 29) for your information.

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About claiming

Claiming on behalf of another person

If you are claiming Family Tax Benefit for a child who has died and the child's parent or guardian has also died, you should answer the questions using the deceased parent's or guardian's details, and their tax file number (if available). You can only claim Parental Leave Pay for a newborn child who was stillborn or recently died if you were, or would have been, the carer of the child.

The term 'parent' refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place).

Family and domestic violence

If you are affected by family and domestic violence, there is help available. Call **132 850** Monday to Friday, 8 am to 5 pm 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 servicesaustralia.gov.au/domesticviolence

Social work services

A social worker can provide short-term counselling, support and information to help you through a difficult time. You can ask to speak with a social worker by calling your regular payment line or contacting us on **136 150** Monday to Friday, 8 am to 5 pm local time.

For more information, go to servicesaustralia.gov.au/socialwork

Having a partner

Question 14

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 servicesaustralia.gov.au/moc

Partner permitted to enquire

Question 15

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 you earned, changes in your circumstances and view your details online.

They **cannot**:

- act on your behalf with us
- 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 servicesaustralia.gov.au/privacy

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

Parental Leave Pay and foster care

Questions 56

Formal foster care is the placement, by a state or territory child protection or foster care agency, of a child into the care of a formal foster carer.

Informal foster care is a private arrangement where care may be provided by an aunt, uncle, grandparent or close family friend.

Formal foster carers are not eligible for Parental Leave Pay. You may be eligible for the Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for a foster child(ren) younger than one year who is entrusted to your care for 13 continuous weeks or more.

Adoptions

Questions 56, 59, 60, 64, and 107

An adoptive parent is a person who has adopted (or is in the process of adopting) a child. Completed adoptions transfer parental status, including legal rights and responsibilities, to the adoptive parent(s).

To be eligible for Parental Leave Pay, an adopted child (or intended adoptive child) must have been placed with the approved adoptive parents by an authorised party for the purpose of adoption before the child turns 16 years. In addition to this, adoption must have been the intention **at the time of placement**, for example, the child was not initially placed for the purpose of long term foster care.

Carer

Question 101

A child's carer is the person who was meeting the child's physical needs. This is usually the mother of the newborn, the child's adoptive parent or their partners. There can be more than one carer on a day.

If exceptional circumstances exist (for example the birth mother is severely ill or there has been an accident that prevented the birth mother from caring for the newborn), then the primary carer is the person who was most meeting the child's physical needs.

You can be considered to be the carer of your child even if your child was in hospital.

About the Paid Parental Leave scheme

What is the Paid Parental Leave scheme?

The Paid Parental Leave scheme provides income tested and work tested payments that enables eligible parents to take time off work to care for a new baby or recently adopted child.

Payments provided under this scheme are paid at the rate of the national minimum wage and are payable when a child is stillborn or dies.

The Paid Parental Leave scheme provides you with Parental Leave Pay but does not give you an entitlement to leave. The scheme does not change any of your existing employer provided leave entitlements.

What is Parental Leave Pay?

Questions 45

Parental Leave Pay is a federal government funded payment paid under the Paid Parental Leave scheme for eligible working parents with a newborn or recently adopted child. Parental Leave Pay may be payable when a child is stillborn or dies. Parents can receive Parental Leave Pay at the rate of the national minimum wage. Full-time, part-time, casual, seasonal, contract and self-employed workers may be eligible. It is a taxable payment and is only paid for one eligible child in each pregnancy or adoption.

You can receive Parental Leave Pay before, after or at the same time as employer provided paid or unpaid maternity or parental leave. This also applies to other employer funded leave entitlements, such as annual or long service leave.

Parental Leave Pay can be shared by the parents. The birth mother or adoptive parent must give their approval to share any days. This form may be used to claim Parental Leave Pay.

For children born or adopted between 1 July 2023 and 30 June 2024

Parental Leave Pay is made up of up to 100 Parental Leave Pay days (20 weeks) per child.

For children born or adopted on or after 1 July 2024

Parental Leave Pay is made up of 110 Parental Leave Pay days (22 weeks) per child.

You can choose Parental Leave Pay days that are weekdays and weekend days. You must select at least one Parental Leave Pay day when you claim. Any remaining days will be held in a balance. You can take these days at a later time, or share them with the other parent.

These days can be taken at any time from the date of birth, until 2 years after their birth or adoption.

Continued

You can take Parental Leave Pay as either:

- a single block
- multiple smaller blocks
- single days
- a combination of smaller blocks and single days.

Who is eligible for Parental Leave Pay?

Parental Leave Pay is only paid for one eligible child in each pregnancy or adoption. Adopted children must be younger than 16 years at the time they come into your care as part of an adoption process. A person may still be eligible for Parental Leave Pay when a child is stillborn or dies.

Formal foster carers are not eligible for Parental Leave Pay. You may be eligible for Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for a foster child(ren) aged under one year who came into your care for 13 continuous weeks or more.

If your claim for Parental Leave Pay is rejected or you have a child(ren) born in a multiple birth or entrusted to your care as part of the same adoption process, you may be eligible to be paid Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A.

For example, a mother who gives birth to twins may receive Parental Leave Pay for one child and may receive Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for the second child.

To be eligible for Parental Leave Pay, you must:

- have been, or would have been, the carer of a newborn or recently adopted child
- meet the Paid Parental Leave residence requirements (see page Notes—19)
- have met the Parental Leave Pay work test (see 'Parental Leave Pay work test', on page Notes—7)
- meet the income test, based on your individual or family adjusted taxable income.

For children born or adopted between 1 July 2023 and 30 June 2024

Your individual income must be \$168,865 or less in the financial year before your child's date of birth or adoption.

If you do not meet the individual income test, we can use a family income test where your family income must be \$350,000 or less.

For children born or adopted on or after 1 July 2024

Your individual income must be \$175,788 or less in the financial year before your child's date of birth or adoption.

If you do not meet the individual income test, we can use a family income test where your family income must be \$364,350 or less.

If you are partnered, we will look at your and your partner's combined income. If you do not have a partner, we will look at just your income.

To be eligible for a Parental Leave Pay day you must be eligible on your child's date of birth or adoption and on each Parental Leave Pay day you nominate. You may still be eligible for Parental Leave Pay for a child who was stillborn or recently died, even if you worked on that day.

Parental Leave Pay work test

Questions 86, 88, 121 and 123

To meet the Parental Leave Pay work test you must have worked:

- for at least 295 days (approximately 10 months) of the 392 days (approximately 13 months) before the birth or the date your child came into, or would have come into, your care
- at least 330 hours in that 295 day (approximately 10 month) period (just over 8 hours a week), with no more than a 12 week (84 day) continuous gap within the 10 month period.

Previous periods of Parental Leave Pay and/or Dad and Partner Pay can be included as qualifying work for the work test. If you are including a previous period of Parental Leave Pay and/or Dad and Partner Pay in the work test, a weekday counts as 7.6 hours.

There are some exceptions if you do not meet the work test. These exceptions can apply to the parent making the claim and the birth mother (see page Notes—7).

If you are claiming and you are not the birth mother, both you and the birth mother will need to meet the work test. We may contact the birth mother for more information about their work test details.

This does not apply in adoption cases.

What exceptions are there to the work test?

Questions 98 and 133

You may still meet the work test if your ability to work was directly affected by:

- a pregnancy related illness or complications (applies to birth mothers only)
- a premature birth
- a severe medical condition, or caring for a close family member with a severe medical condition
- a natural disaster declared by the Commonwealth, a State or Territory
- family and domestic violence
- working in a dangerous job that was a risk to your pregnancy (applies to birth mothers only).

For more information, go to servicessaustralia.gov.au/parentalleavepayworktestexceptions

Pregnancy related illness or complications

You may meet the work test if you stopped work earlier than expected as a direct result of your pregnancy. This may be because you either:

- had a medical condition that got worse because of your pregnancy
- developed an illness or complication with your pregnancy.

You will need to give us proof from both your doctor and your employer to show that without pregnancy related complications you would have met the work test.

Proof from your doctor

You need to provide proof from your doctor or the hospital confirming:

- what your illness or complication was
- the date the illness or complication started
- your illness or complication prevented or reduced your ability to work
- your illness or complication related directly to your pregnancy.

For example, you need to prove that your pregnancy was the reason a pre-existing condition got worse.

Proof from your employer

You will also need to provide proof from your employer. This needs to include both:

- the date you stopped working
- that you would have kept working during the work test period if you did not experience the illness or complication.

Proof if you are self-employed

If you are self-employed, you need to prove your ability to work was reduced during the work test period. This may include you providing the following:

- existing and new contracts
- a letter or declaration from your accountant confirming past and expected business activity
- notifications of change to business activity
- employment of a staff member to perform your usual work activities
- self-declaration of self-employment status and the intention for the business to continue.

Premature birth

There are exceptions if you are the birth mother, biological father or partner of the birth mother and your child was born early. If this occurs, we include the work you would have performed up until your child's expected date of birth. You need to show that without the premature birth you would have met the work test.

When you claim, you need to provide the following proof to confirm:

- your child's expected date of birth – from a doctor or hospital
- the dates you had planned to work during your work test period – from your employer.

Severe medical condition

You may meet the work test if your ability to work was directly affected by a severe medical condition that was not related to your pregnancy. This may be because you:

- had a severe medical condition, or
- were caring for your close family member with a severe medical condition.

A close family member is someone you have legal guardianship over or is your:

- child
- partner
- sibling
- parent
- partner's parent.

For Aboriginal and Torres Strait Islander peoples, 'family member' includes cultural kinship relationships.

You will need to give us proof from both a doctor and your employer to show that without the severe medical condition you would have met the work test.

Proof from a doctor

You need to provide proof from a doctor or the hospital confirming:

- what the severe medical condition was
- who experienced the severe medical condition
- the period you:
 - experienced the severe medical condition, or
 - were required to care for your close family member with the severe medical condition
- the severe medical condition:
 - prevented or reduced your ability to work, or
 - required you to provide care for your close family member.

Proof from your employer

You will also need to provide proof from your employer. This needs to include both:

- the period you were not able to work
- that you would have worked during the work test period if you did not:
 - experience the severe medical condition, or
 - have to care for your close family member with a severe medical condition.

Proof if you are self-employed

If you are self-employed, you need to prove your ability to work was reduced during the work test period. This may include you providing the following:

- existing and new contracts
- a letter or declaration from your accountant confirming past and expected business activity
- notifications of change to business activity
- employment of a staff member to perform your usual work activities
- self-declaration of self-employment status and the intention for the business to continue.

Natural disaster

You may meet the work test if your ability to work was directly affected by a natural disaster that was declared by the Commonwealth, a State or Territory.

You will need to provide proof:

- that you were directly affected by the natural disaster
- the address or location where you were affected (for example, your home or work).

Proof may include:

- evidence of major damage to your home, such as an insurance claim, building report, invoices for completed repairs or quotes for scheduled repairs
- lease agreement or letter from your real estate agent
- driver licence
- utility notice or rates notice in your name
- media articles showing impacts on your community
- a letter from your employer if your workplace was affected by the disaster
- a statutory declaration explaining how you were impacted.

Continued

Proof from your employer

You will also need to provide proof from your employer. This needs to include both:

- the period you were not able to work
- that you would have worked during the work test period if not for the disaster.

Proof if you are self-employed

If you are self-employed, you need to prove your ability to work was reduced during the work test period. This may include you providing the following:

- existing and new contracts
- a letter or declaration from your accountant confirming past and expected business activity
- notifications of change to business activity
- employment of a staff member to perform your usual work activities
- self-declaration of self-employment status and the intention for the business to continue.

Family and domestic violence

You may meet the work test if your ability to work was directly affected by family and domestic violence.

A social worker may need to call you to discuss your claim. The call will come from a private number. We may also need you to provide proof of your circumstances.

Proof may include a:

- letter from a third party familiar with your circumstances
- letter from a support service such as a shelter, refuge or community housing
- police or court document, such as a domestic violence order
- statutory declaration.

Proof from your employer

You will also need to provide proof from your employer that you would have continued to work. This needs to include both:

- the dates or period you were not able to work
- that you would have worked during the work test period.

You do not have to tell your employer about the family and domestic violence. They only need to confirm that work was available.

Proof if you are self-employed

If you are self-employed, you need to prove your ability to work was reduced during the work test period. This may include you providing the following:

- existing and new contracts
- a letter or declaration from your accountant confirming past and expected business activity
- notifications of change to business activity
- employment of a staff member to perform your usual work activities
- self-declaration of self-employment status and the intention for the business to continue.

Questions 92, 93, 127 and 128

Dangerous job

If you had to cease work due to hazards in your workplace that were a risk to your pregnancy (for example, jockey or boxer), you may be able to move your work test period to an earlier date.

You will need to provide proof:

- of the job you were doing before your child was born, and
- the date you stopped working.

Proof of your job can include a:

- letter from your employer
- copy of your contract or workplace agreement.

You also need to provide proof:

- explaining the hazards that were a risk to your pregnancy, and
- why they prevented you from continuing work.

Proof of the risk to your pregnancy can include:

- a medical certificate or letter from a medical professional
- a letter from your employer
- industry regulations or guidelines.

Proof if you are self-employed can include a:

- copy of your contact or industry regulations or guidelines, and
- statutory declaration stating:
 - the type of work you performed, including your job description
 - the date you stopped working
 - a description of the hazards that were a risk to your pregnancy
 - an explanation of why the hazards prevented you from continuing work.

Parental Leave Pay and other payments

Parental Leave Pay, Stillborn Baby Payment and Newborn Supplement

You cannot receive both Parental Leave Pay and Stillborn Baby Payment for the same stillborn child. If you meet the eligibility criteria for both payments, you can choose which payment is the best financial decision for your family.

You cannot receive both Parental Leave Pay and the Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for a child who has died shortly after birth (neonatal death).

In the case of a multiple birth, you could claim Parental Leave Pay for one child and depending on the circumstances either:

- Stillborn Baby Payment
- Newborn Upfront Payment and Newborn Supplement

for the other child(ren). If you are claiming for more than one child, you will need to complete a separate claim form for each child.

If you lodge a claim for Parental Leave Pay and later decide that you want to change your claim to be paid Newborn Upfront Payment and Newborn Supplement with Family Tax Benefit Part A or Stillborn Baby Payment (in the event of a stillborn child), you must contact us before the start of your Parental Leave Pay. If you do not do this, you will automatically receive Parental Leave Pay if it is payable to you and you will not be able to be paid Newborn Upfront Payment and Newborn Supplement with Family Tax Benefit Part A or Stillborn Baby Payment.

If your claim for Parental Leave Pay is rejected, you may be eligible to be paid Newborn Upfront Payment and Newborn Supplement with Family Tax Benefit Part A or Stillborn Baby Payment.

Parental Leave Pay and other family assistance payment(s)

Parental Leave Pay is treated as taxable income and counts as income for some family assistance payment(s), including:

- Family Tax Benefit Part A
- Family Tax Benefit Part B
- Stillborn Baby Payment
- any future Parental Leave Pay
- Dad and Partner Pay
- Child Care Subsidy.

Parental Leave Pay will also be included in the adjusted taxable income for child support purposes and the Commonwealth Seniors Health Card. Dad and Partner Pay will be included in your adjusted taxable income for the Commonwealth Seniors Health Card. Parental Leave Pay and Dad and Partner Pay are regarded as income for the Low Income Health Care Card.

Parental Leave Pay and Family Tax Benefit Part B

You (and/or your partner) cannot receive Family Tax Benefit Part B for any days or periods you are receiving Parental Leave Pay.

Effect on other payments

Parental Leave Pay and Dad and Partner Pay is counted as income for income support purposes. We will include this in the income calculation of your income support payment for you. Your income support payment will either be reduced or cancelled while you are receiving Parental Leave Pay or Dad and Partner Pay. If your income support payment is cancelled it will also impact your concession card and Family Tax Benefit Part A rate.

For more information, go to servicessaustralia.gov.au/income

Managing overpayments

You may get an overpayment of Parental Leave Pay if your circumstances have changed or you were no longer entitled to Parental Leave Pay but did not tell us.

If this happens and you have not finished getting all of your Parental Leave Pay, we may offset your ongoing payments. We do this to avoid or reduce the risk of an overpayment.

For more information on how to manage overpayments of Parental Leave Pay, go to servicessaustralia.gov.au/parentalleavepay

Who will provide your Parental Leave Pay?

If your child was stillborn or has recently died, you can choose to have your Parental Leave Pay provided directly by us. However, if you prefer, your employer may still provide your Parental Leave Pay to you.

We will pay Parental Leave Pay directly to you if any of the following apply. You:

- choose to be paid by us
- are self-employed
- have ceased to be employed, or
- receive an income support payment.

Parental Leave Pay is a taxable payment. When your employer provides the payment, they will withhold Pay As You Go (PAYG) tax at the usual rate.

Your Parental Leave Pay will be provided to you by your employer in your usual pay cycle if you:

- agree for your employer to provide your payment
- have worked for your employer for 12 months or more before the expected date of birth or adoption
- are an Australian-based employee
- have requested a block of Parental Leave Pay of at least 8 weeks within one year of your child's birth or adoption
- the block is made up of weekdays (Monday to Friday) with no breaks or weekends
- the block is your first payment of Parental Leave Pay for the child
- you expect to be employed by your employer during the entire block of Parental Leave Pay.

If you do not meet these criteria, your employer can still choose to provide Parental Leave Pay to you. You and your employer must agree for this to happen. Your employer will need to register for Centrelink Business Online Services and then opt-in to provide Parental Leave Pay before you lodge your claim.

Sharing Parental Leave Pay

Questions 103, 104, 109, 110, 115, 119 and 137

You can share Parental Leave Pay with the other parent. If you have a partner on the date you lodge this claim, part of Parental Leave Pay will be reserved to share with them.

Sharing the payment may give your family more flexibility. Your family should talk about it and decide how many Parental Leave Pay days each parent will claim.

For the payment to be shared and to get all Parental Leave Pay days, both you and the other parent need to lodge a claim and be eligible for Parental Leave Pay. The child's birth mother, or first adoptive parent to claim must give approval to share days with the other parent.

If you are single, you can still choose to share days with the other parent. If you choose not to, you can get all Parental Leave Pay days.

If you are sharing with someone else, you can take all the shared days at the same time as the other person when a child is stillborn or died.

For children born or adopted between 1 July 2023 and 30 June 2024

Your family may get up to 100 days of Parental Leave Pay. The most one parent in a couple can get is 90 days. Where a child is deceased or stillborn one parent in a couple may get more than 90 days and up to the maximum 100 days.

For more information, go to servicessaustralia.gov.au/exemptionsplimit

For children born or adopted on or after 1 July 2024

Your family may get up to 110 days of Parental Leave Pay. The most one parent in a couple can get is 100 days. Where a child is deceased or stillborn one parent in a couple may get more than 100 days and up to the maximum 110 days.

For more information, go to servicessaustralia.gov.au/exemptionsplimit

Stillborn Baby Payment

What is Stillborn Baby Payment?

Question 141

Stillborn Baby Payment is available for stillborn children if Parental Leave Pay is not payable. If you meet the eligibility criteria for both Parental Leave Pay and Stillborn Baby Payment you can choose which payment is the best financial decision for your family.

A stillborn is a baby:

- who weighed at least 400 grams at delivery or whose period of gestation was at least 20 weeks
- who has not breathed since delivery
- whose heart has not beaten since delivery.

Stillborn Baby Payment is an income tested payment payable to families who have an estimated combined adjusted taxable income of \$75,368* or less in the 6 month period beginning on the day of the child's delivery, or are eligible for Family Tax Benefit Part A within 52 weeks beginning on the day of the child's delivery.

For more information about estimating your income and adjusted taxable income (see page Notes—23).

Stillborn Baby Payment is a lump sum payment. To get Stillborn Baby Payment you must lodge this claim **no later than 52 weeks (364 days) beginning on the day of the stillborn child's delivery.**

In the case of multiple birth, you could claim Parental Leave Pay for one child (including stillborn) and Stillborn Baby Payment for the other child(ren) or Stillborn Baby Payment for each stillborn child. If you are claiming for more than one child, you will need to complete a separate claim form for each child.

For more information on Stillborn Baby Payment, go to **servicessaustralia.gov.au/stillbornpayment**

* **Disclaimer** – Information contained in this form in respect of entitlements may not be current. Rate information may be based on proposed changes to legislation or take into account Consumer Price Indexing. The information should not be relied on as a substitute for specific advice relevant to a person's particular circumstances. Contact Services Australia for full details of any entitlements and services for which you may be eligible, or how any pending changes in legislation, programs or services may affect you. For information on current Stillborn Baby Payment rates, go to **servicessaustralia.gov.au/stillbornpayment**

About Family Tax Benefit

What is Family Tax Benefit?

Question 147

Family Tax Benefit is a payment to help you with the costs of raising your dependent child(ren).

There are 2 parts to Family Tax Benefit—Part A and Part B.

Family Tax Benefit Part A is worked out on your family's combined annual income and the ages and number of dependent children in your care. It is paid for eligible children up to 16 years and for young persons 16 to 19 years who are full-time secondary students (until the end of the calendar year they turn 19 years).

Family Tax Benefit Part B provides extra assistance to single parents, non-parent carers (including grandparents) and couples with one main income earner.

Family Tax Benefit Part B is subject to an income test and can be paid to:

- couples until the youngest child turns 13 years
- single parents, grandparent and great-grandparent carers until the youngest child turns 16 years, or until the end of the calendar year the child turns 18 years, if the child is in full-time secondary study.

The term 'parent' refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place).

For Family Tax Benefit Part B, a **grandparent** is either a:

- parent of a parent of the child
- parent of a grandparent of the child (great-grandparent).

You are also considered to be a grandparent if you are the former partner of a natural, adoptive or relationship grandparent or great-grandparent.

For the purposes of deciding if you are a grandparent a:

- **parent** is a natural, adoptive, relationship or step parent of a child
- **step parent** is the partner or former partner of a natural, adoptive or relationship parent of a child
- **relationship parent** is a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place.

Family Tax Benefit is assessed using your estimate of your actual annual family income for the 2024–25 financial year. After the end of the financial year, your payment will be balanced using your actual family income. For more information about estimating income and the balancing process (see page Notes—**21**).

There is no asset test for Family Tax Benefit.

What is a financial year?

- A financial year:
- begins on 1 July in any year
 - ends on 30 June of the following year.

For example: 1 July 2024 to 30 June 2025
1 July 2023 to 30 June 2024.

Family Tax Benefit Bereavement Payment

Questions 148 and 149

This payment is available to a parent or guardian to provide financial support in the period following the death of their child. To be eligible, the child must have been an eligible child and the family must be eligible to receive Family Tax Benefit at the time of the child's death. It is paid for children who pass away shortly after birth (neonatal death) and older children.

The Family Tax Benefit Bereavement Payment is **not** payable for a stillbirth.

You may receive the Family Tax Benefit Bereavement Payment for up to 14 weeks from the date the child died. It can be paid as fortnightly payments or as a lump sum. The amount and period which can be paid will depend on your family's income and the age of each child.

Who is eligible for Family Tax Benefit?

To be eligible for Family Tax Benefit you must:

- provide care to an eligible child (see page Notes—20)
 - meet the Australian residence requirements for family assistance purposes (see page Notes—19).
-

Zero rate Family Tax Benefit

Receiving a zero rate means you have already lodged a claim for Family Tax Benefit and have received a letter advising that you are eligible for Family Tax Benefit, but either:

- you have chosen to receive all of your payments at the end of the financial year after your tax return(s) have been lodged and your actual adjusted taxable income has been received from the Australian Taxation Office
- your fortnightly payments have reduced to zero because you (or your partner) have not lodged your tax return(s) for a previous year
- your fortnightly payment amount is zero because your family income estimate is too high.

You are not receiving a zero rate if you lodge a claim for Family Tax Benefit as an annual lump sum each financial year, or if your Family Tax Benefit has been cancelled for any reason.

Newborn Upfront Payment and Newborn Supplement

Payment of Family Tax Benefit Part A to eligible families may include the Newborn Supplement for a period of up to 13 weeks, for newborn children, children younger than one year entrusted to your care or children of any age entrusted to your care as part of an adoption process where Parental Leave Pay has not been paid. Where Newborn Supplement is payable, the Newborn Upfront Payment may also be paid as a one off payment. The rate of Newborn Supplement that a family may be eligible for depends on the number of children in the family.

For more information on Newborn Supplement, go to servicessaustralia.gov.au/families

Shared care Questions 46 and 47

If you shared the care of a child who has died or any other dependent child(ren) in your care, you may be paid Family Tax Benefit for all of the eligible children. You must have had care of the child for at least 35% of the time.

A care period:

- begins on the day on which the care of a child starts to be shared between 2 or more people, or the day on which the pattern of care changes
- ends when there is a subsequent change in care.

If you shared the care of your child for 14% to less than 35% of the time, you will not be entitled to receive Family Tax Benefit.

Support for separated people

Separation is a time of change and it is important to get help if you need it. If you require support, there are a number of support services available.

We can:

- give you information and advice
- refer you to private, confidential counselling
- assess, collect and transfer Child Support payments
- refer you to support services, like Family Relationship Advice Line, Mensline Australia, 1800RESPECT and Financial Counselling Australia.

For more information, go to servicessaustralia.gov.au/separationsupport

About Rent Assistance

What is Rent Assistance?

Questions 153 to 176

You may be eligible for Rent Assistance if you rent your accommodation in the private rental market or community housing. This includes paying private or community rent, board and/or lodging for accommodation in a house, flat or unit, boarding house, hostel or private hotel. It also includes paying site fees or mooring fees for a caravan, mobile home or boat that you live in.

If you are entitled to Rent Assistance it is generally paid fortnightly with your Family Tax Benefit payments. You can however, choose to receive your Family Tax Benefit and Rent Assistance at the end of the financial year when your actual annual family income is known.

You are not entitled to Rent Assistance if you are the primary tenant in Government housing (that is, your (and/or your partner's) name is on the rental contract (lease) with the state or territory housing authority), or you own or jointly own the home you live in.

The rate of Rent Assistance depends on the amount of rent you pay and the number of dependent children you have in your care. Rent Assistance is added to the other components of Family Tax Benefit Part A and the total payment may be reduced depending upon your family income or child support payment(s) received.

Verifying your rent

You may need to provide verification of the amount of rent you pay if you wish to receive Rent Assistance. You can do this by providing us with a current lease or tenancy agreement. If you do not have a current lease or tenancy agreement, we may ask you to verify your rent in another way.

If you receive Rent Assistance, you are required to notify us if there is a change in the amount of rent you pay or a change of address. You may be requested to reconfirm or reverify your rent details when your rent or address details change or as part of a review.

For more information about Rent Assistance, go to servicessaustralia.gov.au/rentassistance

Australian residence requirements

Questions 19 to 30, 43, 137 and 185

To be eligible for Parental Leave Pay and Family Tax Benefit (including all additional and ancillary benefits and payments) you must satisfy residence requirements. You must be living in Australia and either:

- be an Australian citizen
- hold a permanent visa
- have arrived on a New Zealand passport
- hold a certain temporary visa type, for example a Partner Provisional or Temporary Protection visa.

In deciding whether you are living in Australia, we may need to look at the nature of your accommodation, the nature and extent of family relationships in Australia, the nature and extent of employment, business or financial ties with Australia, the frequency and duration of travel outside Australia and any other relevant matters.

Newly arrived residents generally will have a waiting period (some exemptions apply) of:

- 1 year for Family Tax Benefit Part A
- 2 years for Parental Leave Pay.

There is no waiting period for Family Tax Benefit Part B.

You can find more information on how long you may need to wait and reasons you may be exempt by going to servicessaustralia.gov.au/newresidentswaiting

Parental Leave Pay and residence requirements

You cannot receive Parental Leave Pay if your child is born (or comes into your care) before you meet the residence requirements.

Absences from Australia may affect your Parental Leave Pay. You may be able to claim Parental Leave Pay during a temporary absence from Australia if you have been absent for less than 56 weeks.

Temporary visa holders may not be eligible for Parental Leave Pay during any absence from Australia.

To be eligible for Parental Leave Pay days you must meet residence requirements on:

- the day your child was born (or came into your care), and
- each of your Parental Leave Pay days.

You do not need to meet the residence requirements between the Parental Leave Pay days.

Any unclaimed Parental leave Pay days will need to be claimed once you have returned to Australia and before your child's second birthday or anniversary into care.

For more information about the conditions for payments while outside Australia, go to servicessaustralia.gov.au/paymentsoverseas

Family assistance and residence requirements

Absences from Australia may affect your family assistance payments. If you are temporarily absent from Australia for less than 6 weeks, you may be eligible to receive family assistance payments during this period.

For more information about the conditions for payments while outside Australia, go to servicessaustralia.gov.au/paymentsoverseas

Eligible child

For Family Tax Benefit, an eligible child must:

- be 0 to 15 years, or
- be a young person 16 to 19* years who is in full-time secondary study leading towards a Year 12 or equivalent qualification or who is exempt from this requirement, and
- be in your care for at least 35% of the time and you must be responsible (whether alone or jointly with someone else) for their day-to-day care, welfare and development
- be an Australian resident or New Zealand citizen living in Australia or live with the person claiming family assistance
- not be your partner
- generally not be temporarily outside Australia for longer than 6 weeks
- not be receiving an income support payment, such as Youth Allowance.

If a child was 16 years or older and received any of the following payments for the whole financial year, this child was not an eligible child:

- Carer Payment
- Disability Support Pension
- Disability Support Pension (Blind)
- Parenting Payment
- Special Benefit
- Youth Allowance
- Veterans' Children Education Scheme (VCES) / Military Rehabilitation and Compensation Act Education and Training Scheme (MRCAETS) paid by the Department of Veterans' Affairs.

* Family Tax Benefit can be paid for a young person up to the end of the calendar year in which they turn 19 years, as long as they are in full-time secondary study.

Why your income details are important

Questions 74 and 75

Questions 145 and 146

Questions 180 and 181

Family Tax Benefit

- If your **Family Tax Benefit** is paid fortnightly, we use your (and/or your partner's) estimate of your annual family income for the current financial year to work out your fortnightly rate.

Parental Leave Pay

- Your income for **Parental Leave Pay** will be based on your actual adjusted taxable income in the financial year **before** the date of your claim or the date of birth or adoption of the child, whichever is earlier. For example, if you are lodging a claim for Parental Leave Pay for a child born or adopted during the 2024–25 financial year, we need to know your income for the 2023–24 financial year.
- If you have an extension or you are not required to lodge a tax return, you will need to provide an estimate of income for the financial year before the date of this claim or the date of actual birth or adoption of the child, whichever is earlier.

If you do not meet the individual income test, we can use a family income limit to assess your eligibility. If you have a partner, we can look at your and your partner's combined income. If you do not have a partner, we will look at just your income.

Stillborn Baby Payment

- Your and your partner's (if you have one) income for Stillborn Baby Payment will be based on the 6 months **beginning** on the date your child was delivered.

Where you are asked to estimate your income it is important to do it as accurately as possible to reduce the risk of being overpaid.

If you overestimate your annual family income for family assistance

If you overestimate your annual family income and are underpaid during the year, your Family Tax Benefit will be topped up to your actual entitlement after the end of the financial year. To receive the top up, you and your partner (if you have one) must lodge a tax return and have your income details confirmed by the Australian Taxation Office, or tell us that you are not required to lodge, within 12 months of the end of the financial year during which you received the payments.

If there are special circumstances that prevent you from doing this, you must contact us.

Family Tax Benefit including top-up payments and end of year supplement payments may be used to repay any money you owe and offset a tax debt, if you have one.

If you underestimate your annual family income for family assistance

If your actual annual family income is more than you estimated, and you have been paid too much Family Tax Benefit, you will have to pay back the amount you should not have been paid.

If you underestimate your income for 2 consecutive financial years and you then have no entitlement to Family Tax Benefit when your actual income is confirmed, you may not be able to receive Family Tax Benefit as fortnightly instalments.

For every \$1,000 your actual annual family income is higher than your estimate, you **may** have an overpayment of up to \$500 (such as \$300 for Family Tax Benefit Part A and \$200 for Family Tax Benefit Part B) and have to pay it back after the end of the financial year.

Continued

All overpayments need to be paid back. Any money you owe may be recovered from your tax refund and/or future family assistance payments, including arrears, lump sum, top up, and end of year supplement payments even if you have a current payment arrangement in place with us.

Lodging tax returns for family assistance

You and your partner (if you have one) must lodge a tax return and have your income details confirmed by the Australian Taxation Office, or tell us that you are not required to do so within 12 months of the end of the financial year during which you received the payments. If there are special circumstances that prevent you from doing this, you must contact us. The Australian Taxation Office can tell you whether you are required to lodge an income tax return. If you do not do either of these things, any Family Tax Benefit you have received will become a non-lodger debt and will have to be paid back.

If you are not required to lodge a tax return, we may still confirm your income with the Australian Taxation Office. We may use information from a number of sources including payment summaries lodged by your employers and declarations from financial institutions about interest earned or dividends received.

Your family assistance payments will be balanced after the end of the financial year

A checking process occurs after the end of the financial year. The amount of Family Tax Benefit and Child Care Subsidy you received throughout the year will be checked against the amount you should have received, based on your actual annual family income. This is done **after you (and/or your partner) have lodged a tax return and had your income details confirmed by the Australian Taxation Office** or have advised us that you (and/or your partner) are not required to lodge an income tax return.

Family Tax Benefit Part A and Part B supplement payments are available at the end of the financial year once your payment(s) have been balanced. To receive the Family Tax Benefit Part A supplement, a combined adjusted taxable income limit of \$80,000 or less applies. Payment of the supplements is dependent on tax returns being lodged within the required timeframe and having your income details confirmed by the Australian Taxation Office, or advising us that you (and/or your partner) are not required to lodge a tax return.

What happens if I do not lodge my tax return or notify Services Australia that I am not required to lodge my tax return within the required timeframe?

You will no longer receive your Family Tax Benefit on a fortnightly basis if you (and/or your **current** partner) do not:

- lodge your income tax return(s) and as a result, a debt is raised, or
- tell us that you (and/or your **current** partner) are not required to lodge your income tax return(s) within the required timeframe.

This may also apply where you (and/or your **current** partner) have outstanding debts from previous financial years you received Family Tax Benefit and did not lodge an income tax return(s), or tell us that you were not required to lodge.

Should you (and/or your **current** partner) receive further non-lodger debts as a result of not lodging your income tax return(s) and having your income details confirmed by the Australian Taxation Office, your family assistance payments may be cancelled. If this occurs, neither you nor your current partner will be eligible to be paid until the debts are resolved or the outstanding income tax return(s) are lodged and your income details are confirmed by the Australian Taxation Office.

What is adjusted taxable income?

Questions 74 and 75

Questions 145 and 146

Questions 180 and 181

The income you need to tell us is your and your partner's (if you have one) annual family income.

Adjusted taxable income consists of:

- taxable income
- exempt reportable fringe benefits
- reportable fringe benefits
- reportable superannuation contributions
- total net investment losses
- tax-free pensions or benefits
- foreign income
- tax exempt foreign income
- **less** child support you have paid.

Taxable income

Taxable income = gross income less allowable deductions.

Taxable income is the amount remaining after you take away all your allowable deductions from your assessable or gross income. Even if you do not expect to or are not required to lodge a tax return for the 2024–25 financial year, any income you earn in the financial year is still considered taxable income and you should include it in your estimate.

Your gross income may include the following:

- money from employment
- Parental Leave Pay
- Disaster Recovery Allowance
- business income
- rental income
- interest
- dividends
- partnership* and trust distributions
- many income support payments such as pensions and benefits**
- capital gains on disposal of assets
- superannuation withdrawals † (Do **not** include First Home Super Saver Scheme amounts.)
- eligible termination payment(s)
- income from banks, credit unions, building societies
- overtime, bonuses, pay rises and maternity payments

Allowable deductions which should be taken away from your gross income include:

- deductions for work-related expenses
- expenses incurred for business purposes and gifts
- donations to eligible charities and organisations

Parental Leave Pay is not an income support payment, and any Parental Leave Pay you receive must be included in your estimate of taxable income for family assistance purposes.

Parental Leave Pay is counted as income for calculating the rate of income support payments. We will include this in the income calculation of your income support payment for you.

ABSTUDY is not an income support payment, however some components, such as Living Allowance, are taxable and should be included in your estimate of taxable income for family assistance purposes. For more information, go to servicessaustralia.gov.au/abstudy

Youth Disability Supplement is not an income support payment, however needs to be included as taxable income if paid with Youth Allowance or ABSTUDY Living Allowance.

* Partnership—means that income from the partnership which is declared to the Australian Taxation Office as partnership income. If you and your partner jointly own a rental property, this is not regarded as being a partnership unless the income from the property is reported to the Australian Taxation Office as partnership income. Each co-owner's share of the income and expenses stated in their individual tax returns must be provided to us when claiming family assistance and updating income estimates.

** List of income support payments table – (see page Notes—25)

† Superannuation withdrawals under the First Home Super Saver Scheme are not counted as taxable income for family assistance and child support payments.

****An income support payment is any of the following Australian Government pensions or benefits:**

- | | | | |
|--------------------------------------|---|----------------------------|---|
| • Age Pension | • Department of Veterans' Affairs Service Pension, Income Support Supplement, Veteran Payment or Defence Force Income Support Allowance | • Farm Household Allowance | • Youth Allowance |
| • Austudy | | • JobSeeker Payment | • Youth Disability Supplement (paid with Youth Allowance or ABSTUDY living Allowance) |
| • Carer Payment | | • Parenting Payment | |
| • Disability Support Pension | | • Special Benefit | |
| • Disability Support Pension (Blind) | | • Special Needs Pension | |

If a tax return is lodged, your taxable income is the income shown on the assessment notices from the Australian Taxation Office for you (and/or your partner). Last year's assessment notice amount may help you estimate your taxable income for the current year.

If you (and/or your partner) are getting an income support payment such as Parenting Payment or JobSeeker Payment, you also need to contact us with your income details to make sure your income support payments are correct.

Reportable fringe benefits

Reportable fringe benefits are provided by your employer and are counted as part of your income. Reportable fringe benefits are non-cash benefits you receive (or assign to someone else) from your employment. The value of any reportable fringe benefits will be recorded on your payment summary for the financial year ending 30 June 2025 and will relate to fringe benefits received between 1 April 2024 to 31 March 2025. You can ask your employer to tell you the amount that is expected to be shown on your payment summary. For more information, go to

servicessaustralia.gov.au/familyincomeestimate

Examples of reportable fringe benefits provided by employers:

- | | |
|--|--------------------------------------|
| • helping you pay your rent or home loan | • providing a home phone |
| • providing a car | • paying your children's school fees |
| • paying your health insurance premiums | • paying your child care expenses |

An employer's contribution to a complying superannuation fund is not a fringe benefit.

Exempt reportable fringe benefits

Exempt reportable fringe benefits are any reportable fringe benefits received from a not for profit organisation which is eligible for a fringe benefits tax exemption under section 57A of the *Fringe Benefits Tax Assessment Act 1986*. You should check with your employer's payroll area if you are not sure if you receive exempt reportable fringe benefits.

All other reportable fringe benefits

Any reportable fringe benefits received from all other employers that are not eligible for a fringe benefits tax exemption.

Reportable superannuation contributions

Any reportable superannuation contributions are included as income and used to work out your family assistance. Reportable superannuation are personal superannuation contributions made by you or on your behalf by your employer that you will claim as a tax deduction.

These are above those required by law such as an industrial award or the superannuation guarantee.

If you have reportable superannuation contributions, you need to make sure this income is declared to us as part of your family income estimate.

If you do not know if this applies to you, contact your employer, financial adviser or the Australian Taxation Office.

Total net investment losses

The value of any net investment losses **is added back to your estimated annual income**. If you expect to make a loss from rental property income, investment income or both, you need to give details of the total amount of losses. Record losses from investment earnings, not capital losses. Net losses from investments are considered as income for family assistance purposes.

For example

Tony expects to make a net loss of \$3,000 on a rental property, but expects to have net income of \$1,000 from his investments. The total net investment loss Tony must record is \$3,000. Annette expects to make a loss from rental property income of \$4,500 and a loss from investment income of \$1,200. The total net investment loss Annette must record is \$5,700.

As there are 2 different investment types, Tony cannot use the net income from the financial investment to reduce the rental property loss for family assistance purposes.

How do I work out my total net investment loss?

If you expect to make a loss from rental property income, investment income or both, you need to give us the details of the total amount of losses. It is important you only record losses from investment earnings, not capital losses.

A capital loss is the difference between the purchase price and sale price, where an asset is sold for less than it was purchased for. Investment earnings include taxable and tax exempt interest, dividends and rental income.

If you do not know if this applies to you, contact your accountant, financial adviser or the Australian Taxation Office.

Tax free pensions or benefits

Income from tax free pensions and benefits that you (and/or your partner) receive through Services Australia or the Department of Veterans' Affairs must be included in your estimate of annual income for family assistance purposes.

Tax free pensions or benefits do not include Family Tax Benefit, Bereavement Payment, Rent Assistance, Remote Area Allowance, Carer Allowance, Language, Literacy and Numeracy Supplement or Pharmaceutical Allowance (paid by either Services Australia or the Department of Veterans' Affairs).

Services Australia tax free pensions include:

- Disability Support Pension paid to a person who is not old enough to receive the Age Pension
- Youth Disability Supplement paid with Disability Support Pension
- Carer Payment where both the carer and the person being cared for are not old enough to receive the Age Pension.

Department of Veterans' Affairs tax free pensions include:

- Invalidity Service Pension where the recipient is not old enough to receive the Age Pension
- Disability Compensation Payment, War Widow's and War Widower's Pensions
- Special Rate Disability Pension paid under the *Military Rehabilitation and Compensation Act (2004)* (MRCA)
- Partner Service Pension where both the carer, and the veteran being cared for, are under Age Pension age and the veteran has died and received an Invalidity Service Pension at the time of death
- Permanent Impairment as defined in the MRCA
- Wholly Dependent Partner.

If you are not sure what type of payment you get from the Department of Veterans' Affairs, you should contact them on **1800 555 254**.

Foreign income

Any income earned, derived or received from sources outside Australia that you (and/or your partner) receive for which you do not have to pay Australian tax is counted as foreign income. Foreign income is included in your estimate of annual income for family assistance purposes.

Newly arrived residents should include foreign income earned in the 2024–25 financial year before arriving in Australia when estimating their income for the 2024–25 financial year. You should use the exchange rate applicable to convert foreign income amounts into Australian dollars.

For more information on foreign income and exchange rates, go to

servicessaustralia.gov.au/familyoverseasincome

Tax exempt foreign income

Tax exempt foreign income is any income for qualifying service on a particular approved project (under section 23AF of the *Income Tax Assessment Act 1936*) and/or foreign service (under section 23AG of the *Income Tax Assessment Act 1936*) for a continuous period of 91 days or more. If you (and/or your partner) receive this type of income, it will be recorded on your (and/or your partner's) payment summary. If you (and/or your partner) expect to pay Australian tax on any foreign income, include this amount in your (and/or your partner's) taxable income component.

Child support you pay

Child support includes:

- private child support payments—any amount you (and/or your partner) pay directly to another person (either as a result of a court order or a private agreement)
- any child support you (and/or your partner) pay through Child Support
- non-cash child support—for example school fees, rent/mortgage payment
- other amounts—which are not part of a property settlement.

You (and/or your partner) should keep proof of the child support you (and/or your partner) pay as you (and/or your partner) may be asked to show evidence of your (and/or your partner's) claim. The full amount you (and/or your partner) pay for child support is subtracted from your (and/or your partner's) estimate of annual income.

Your income for Parental Leave Pay will be for the financial year **before** the date of this claim or the date of birth or adoption of the child, whichever is earlier. For example, if you are lodging a claim for Parental Leave Pay for a child born during the 2024–25 financial year, we need to know the amount of child support you **pay** as part of your 2023–24 financial year income. Any child support you **pay** must be for your own child support assessment (not your partner's), in the financial year.

Adjusting your future Family Tax Benefit payment(s)

Family Tax Benefit recipients may have their ongoing payment(s) adjusted automatically to avoid or reduce a projected Family Tax Benefit overpayment. This will apply to all Family Tax Benefit recipients who receive their payment in fortnightly instalments.

Tips to help you and your partner

1. Get to a reasonable starting point for your income estimate

Start with what you are earning this financial year.

2. Think about things that may change

Will there be any changes that will affect your work or pay?

Will you have additional income from:

- working overtime
- changing casual work, shift work or contract work
- pay rises
- lump sum payments
- receiving a redundancy payout
- child support payments
- Parental Leave Pay
- changing jobs
- returning to work
- work bonuses
- business or self-employment
- other income, for example, capital gains or commissions.

Will your annual family income for this financial year increase, decrease or stay the same?

3. Keep your estimate up-to-date.

You can notify a change in your annual family income estimate by:

- logging into your Centrelink online account through myGov
- using the Express Plus Centrelink mobile app
- calling **136 150** Monday to Friday, between 8 am and 5 pm (local time)
- visiting one of our service centres.

The website can also assist you with further information regarding family assistance payments and there is a range of online services available making it easier for you to do business with us.

Supporting Working Parents

You and your employer can access a guide to help you understand the laws that relate to pregnancy, parental leave and returning to work. This guide will help working parents effectively discuss their rights with their employer.

For more information about Supporting Working Parents, go to supportingworkingparents.gov.au

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Claim for Bereavement Payment (FA008m) of

- Parental Leave Pay
- Family assistance

Online account



Completing this form online is faster and easier.

Access your **Centrelink online** account through myGov.

To make a claim for Stillborn Baby Payment, Parental Leave Pay or Family Tax Benefit, sign into your Centrelink online account through myGov. Select **Payments and claims**, then **Claims** and **Make a claim**.

If you do not have a myGov account, you can create one at my.gov.au and then link to Centrelink.

When to use this form



Use this form to claim the following payments for a child who was stillborn or who has recently died. This would generally be the birth mother or partner of the birth mother.

Parental Leave Pay is an income tested and work tested payment that enables eligible parents to take time off work to care for a new baby or recently adopted child. It can be paid for a child who was stillborn or who has recently died.

Stillborn Baby Payment is income tested and is available for stillborn children where Parental Leave Pay has not been paid. Stillborn Baby Payment is paid in a lump sum and can be claimed online.

Family Tax Benefit can be paid to families for a period of 14 weeks after their child dies, including a child who has recently died. This may include Newborn Upfront Payment and Newborn Supplement where eligible. Family Tax Benefit is not paid when a child is stillborn.

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.

For more information

Go to servicessaustralia.gov.au/families or visit one of our service centres.

Call our Families line on **136 150** and say the word 'bereavement'.

For information about what help there is when a child dies, call us on **1800 118 338**.



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**.



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 and search 'other support and advice'.

Other languages

English

To speak to us in your language, call **131 202**. Call charges may apply. For information in your language about our payments and services, go to servicesaustralia.gov.au/yourlanguage

Arabic

للتحدث إلينا بلغتك، اتصل على الرقم 131 202. قد تفرض الرسوم على هذا الاتصال. للحصول على معلومات بلغتك عن المدفوعات والخدمات التي نقدمها، اطلع على الرابط servicesaustralia.gov.au/yourlanguage

Assyrian

دەستەبەجێ بۆ ئێوە تێگەیشتنێکی ئێوە، مەدە. بۆ زانیاری، بۆ ئێوە 131 202. بۆ زانیاری، بۆ ئێوە servicesaustralia.gov.au/yourlanguage

Burmese

ကျွန်ုပ်တို့အား သင့်ဘာသာစကားနှင့် ပြောဆိုရန် 131 202 ကို ဖုန်းခေါ်ပါ။ ဖုန်းခေါ်ခများ ပေးရန်နှင့် ဝန်ဆောင်မှုများအကြောင်းနှင့် ပတ်သက်သည့် အချက်အလက်များကို သင့်ဘာသာစကားနှင့် သိရှိအတွက် အောက်ပါ၌ ကြည့်ပါ။ servicesaustralia.gov.au/yourlanguage

Chaldean

دەستەبەجێ بۆ ئێوە تێگەیشتنێکی ئێوە، مەدە. بۆ زانیاری، بۆ ئێوە 131 202. بۆ زانیاری، بۆ ئێوە servicesaustralia.gov.au/yourlanguage

Chinese (Simplified)

如果您希望用自己的语言与我们交谈，请致电 **131 202**（可能需要收话费）。获取有关我们提供的各项福利金以及相关服务的中文资料可访问 servicesaustralia.gov.au/yourlanguage

Dari

برای صحبت کردن با ما به لسان خودتان، به شماره **131 202** زنگ بزنید. این مکالمه ممکن است برایتان خرج بردارد. برای معلومات بیشتر راجع به مساعدت های مالی و خدمات ما به لسان خودتان، به وب سایت servicesaustralia.gov.au/yourlanguage مراجعه کنید.

Hazaragi

بلدی ازیکه قد از مو د زیبون ازخود خو توره بوگین د شماره **131 202** زنگ بزیند. شاید سرشیم مصرف زنگ پایه. بلدی معلومات بیتشرد زیبون از خود د باره طریقه پیسه دیدون و خدمات از مو سر بزیند د ویبسایت servicesaustralia.gov.au/yourlanguage

Karen

လၢတၢ်ကကတၢ်တၢ်ဒီးပုလၢနကစၢ်အကျိၣ်ဒၣ်န့ၣ်န့ၣ်. ကိးဘၣ်လီၤတံၢ်နီၣ်ဂီၢ် **131 202** န့ၣ်တက့ၢ်. တၢ်ကိးအလဲက အိၣ်ဒဲဒဲန့ၣ်လီၤ. လၢတၢ်ဂ့ၢ်တၢ်ကျိၣ်လၢနက့ၢ်ဒၣ်န့ၣ်လၢအ ဘၣ်ယးဒီးပဘျားလဲဒီးတၢ်မၤစၢၤအတၢ်ဖံးတၢ်မၤတဖၣ်အဂီၢ်. လဲၤဘၣ်ဆူ servicesaustralia.gov.au/yourlanguage န့ၣ်တက့ၢ်.

Khmer

ដើម្បីនិយាយមកកាន់យើងខ្ញុំជាភាសាលោកអ្នក សូមទូរស័ព្ទទៅលេខ **131 202** ។ លោកអ្នកអាចបង់ ថ្លៃទូរស័ព្ទ។ ដើម្បីទទួលព័ត៌មានជាភាសាលោក អ្នកអំពីប្រាក់ផ្តល់និងសេវាបស់យើងខ្ញុំ សូមបើកមើល servicesaustralia.gov.au/yourlanguage

Korean

귀하의 언어로 통화하기를 원하시면, **131 202** 번으로 전화하십시오. 통화료가 부과될 수 있습니다. 귀하의 언어로 저희가 제공하는 급부금 및 서비스에 대한 정보를 찾아보기 원하시면, servicesaustralia.gov.au/yourlanguage 에 방문하십시오.

Kurdish (Kurmanji)

Ji bo ku bi zimanê xwe bi me re biaxivin, ev reqemên **131 202** re telefon bikin. Dibe ku bihayên telefon kirin were sepandin. Ji bo agahdariya di derbarê diravdanî û xizmetên me de herin li ser servicesaustralia.gov.au/yourlanguage

Nepali

तपाईंको आफ्नो भाषामा हामीसँग कुरा गर्न **131 202** मा फोन गर्नुहोस्। फोनको शुल्क लाग्न सक्छ। हाम्रो भुक्तानी र सेवाहरूको बारेमा तपाईंको आफ्नो भाषामा जानकारी पाउनको लागि, servicesaustralia.gov.au/yourlanguage मा जानुहोस्।

Persian (Farsi)

برای گفتگو با ما به زبان خود، با شماره **131 202** تماس بگیرید. ممکن است تماس هزینه داشته باشد. برای کسب اطلاعات درباره پرداخت‌ها و خدمات ما به زبان خود، به تارنمای servicesaustralia.gov.au/yourlanguage بروید.

Somali

Si aad noogula hadasho luqaddaada, wac **131 202**. Kharashyada wicitaanada ayaa la isticmaali karaa. Wixii macluumaadka luqaddaada ah ee ku saabsan lacag-bixinnadayada iyo adeegyadeyda, ka eeg servicesaustralia.gov.au/yourlanguage

Spanish

Para hablarnos en español llame al **131 202**. Puede que se le cobre la llamada. Obtenga información en español sobre nuestros pagos y servicios en servicesaustralia.gov.au/yourlanguage

Swahili

Kuongea nasi kutumia lugha yako, pigia simu **131 202**. Malipo ya simu yanaweza kutumika. Kupata habari katika lugha yako kuhusu malipo na huduma zetu, enda kwenye servicesaustralia.gov.au/yourlanguage

Turkish

Bizimle kendi dilinizde konuşmak için **131 202** numaralı telefonu arayın. Arama ücreti uygulanabilir. Ücretlerimiz ve hizmetlerimiz hakkında kendi dilinizde bilgi için şu siteye girin: servicesaustralia.gov.au/yourlanguage

Vietnamese

Muốn nói chuyện với chúng tôi bằng ngôn ngữ của mình, quý vị hãy gọi số **131 202**. Có thể bị tính cước gọi. Muốn biết thông tin bằng ngôn ngữ của mình về các khoản trợ cấp và dịch vụ của chúng tôi, quý vị hãy truy cập servicesaustralia.gov.au/yourlanguage

1 Read this before answering the following question.

If you are claiming for more than one child, you will need to complete a separate claim form for each child.

Stillborn Baby Payment, Parental Leave Pay and Family Tax Benefit can be claimed online. If you choose to claim online, do not complete this form.

If you are claiming Parental Leave Pay for a child who was stillborn or who has recently died, and you were or would have been the primary carer of your child, you should be the person claiming.

Which payment(s) do you want to claim?

You cannot receive Parental Leave Pay and Stillborn Baby Payment for the same child.

Family Tax Benefit
and/or

Parental Leave Pay

or

Stillborn Baby Payment

2 Are you claiming, or have you lodged an early claim online for your child?

No You can complete your claim online.

To make a claim online, sign into your Centrelink online account through myGov, select **Payments and claims**, then **Claims** and **Make a claim**.

If you need help registering for online services, call us on **1800 118 388** or complete this form.

▶ *Go to next question*

Yes  **Do not complete this form.**

- Log into your Centrelink online account through myGov and select **Add newborn child**.
- Provide your newborn child's details to finalise your claim.
- Take photo or scan of the completed back page of this form.
- Upload the photo or scanned copy so that we can finalise your online claim.

You

3 Your Customer Reference Number (if known)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4 Your name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

Your partner (if you have one)

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4 Your partner's name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name



CLK0FA008m 2407

You

5 Your date of birth (DD MM YYYY)

6 Do you need an interpreter?

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

No **Go to 9**

Yes **Go to next question**

7 What is your preferred spoken language?

8 What is your preferred written language?

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

Include:

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

10 Your gender

Male

Female

Non-binary

Your partner (if you have one)

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

6 Does your partner need an interpreter?

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

No **Go to 9**

Yes **Go to next question**

7 What is your partner's preferred spoken language?

8 What is your partner's preferred written language?

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

Include:

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

10 Your partner's gender

Male

Female

Non-binary

You

11 Your permanent address

Postcode

12 Your postal address (if different to above)

Postcode

13 Read this before answering the following question.

Provide at least one phone number we can contact you on during business hours and an email address. Providing a mobile phone number or an email address means you may receive SMS or emails from us. To read the terms and conditions, go to **servicesaustralia.gov.au/em**

Your contact details

Home phone number (including area code)

Mobile phone number

Work phone number (including area code)

Email

Your partner (if you have one)

11 Your partner's permanent address (if different to your address)

Postcode

12 Your partner's postal address (if different to above)

Postcode

13 Read this before answering the following question.

Providing a mobile phone number or an email address means your partner may receive SMS or emails from us. To read the terms and conditions, go to **servicesaustralia.gov.au/em**

Tick this box, if your partner consents to receiving electronic messages from us

Your partner's contact details

Home phone number (including area code)

Mobile phone number

Work phone number (including area code)

Email

- 14** Tick **one** of the boxes below to tell us about your relationship status right now.

For more information about relationship status, see 'Having a partner' on page 3 in the **Notes Booklet**.

If you have ever been separated from your current partner, give the date that you most recently got back together (reconciled) with your partner.

This will update your Centrelink record only. If you need to call us to update your Medicare and/or Child Support record, go to servicessaustralia.gov.au/phoneus

Married

Date married or last reconciled with your partner (DD MM YYYY)

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▶ **Go to 15**

Registered relationship

Date registered or last reconciled with your partner (DD MM YYYY)
(your relationship is registered under Australian state or territory law)

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▶ **Go to 15**

De facto

Date you started your relationship or last reconciled with your partner (DD MM YYYY)
(your relationship is similar to a married couple but you are not married or in a registered relationship)

--	--	--

▶ **Go to 15**

Separated

Date of last separation (DD MM YYYY)
(previously in a marriage, registered or de facto relationship)

--	--	--

▶ **Go to 16**

Divorced

Date of divorce (DD MM YYYY)

--	--	--

▶ **Go to 16**

Widowed

Date of partner's death (DD MM YYYY)
(previously in a marriage, registered or de facto relationship)

--	--	--

▶ **Go to 16**

Never married or lived with a partner

Go to 16

If none of the above describes your current relationship status, call us on **136 150**.

- 15** Do you give permission for your partner to make enquiries with us on your behalf?

For more information, see 'Partner permitted to enquire' on page 4 in the **Notes Booklet**.

No

Yes


16 Read this before answering the following question.

If claiming Parental Leave Pay, you do not need to authorise your employer to receive payment of Parental Leave Pay for you.

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 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

▶ *Go to next question*

17 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander Australians.

Are you of Aboriginal or Torres Strait Islander Australian descent?

If you are of both Aboriginal and Torres Strait Islander Australian descent, tick both 'Yes' boxes.

No

Yes – Aboriginal Australian

Yes – Torres Strait Islander Australian

18 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to people of Australian South Sea Islander descent.

Australian South Sea Islanders are the descendants of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

Are you of Australian South Sea Islander origin?

No

Yes

17 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander Australians.

Is your partner of Aboriginal or Torres Strait Islander Australian descent?

If your partner is of both Aboriginal and Torres Strait Islander Australian descent, tick both 'Yes' boxes.

No

Yes – Aboriginal Australian

Yes – Torres Strait Islander Australian

18 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to people of Australian South Sea Islander descent.

Australian South Sea Islanders are the descendants of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

Is your partner of Australian South Sea Islander origin?

No

Yes

Residence details

You

19 What country are you currently living in?

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

For more information, see 'Australian residence requirements' on page 19 in the **Notes Booklet**.

Australia Go to next question

Other Country of residence

20 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

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

No

 You will need to provide proof of your Australian residence status (for example, citizenship papers, passport or other documentation)

▶ Go to 22

Yes Go to 30

22 What is your country of birth?

23 What is your country of citizenship?

Australia Date citizenship granted (DD MM YYYY)

▶ Go to 30

Other Give details below

Country of citizenship

Date citizenship granted (DD MM YYYY)

Your partner (if you have one)

19 What country is your partner currently living in?

The country of residence is where your partner normally lives on a long term basis.

For more information, see 'Australian residence requirements' on page 19 in the **Notes Booklet**.

Australia Go to next question

Other Country of residence

20 Has your partner **ever** travelled outside Australia, including short trips and holidays?

This question will help us to verify your partner's Australian residence.

No Go to next question

Not applicable – Go to next question
never travelled to Australia

Yes Give details below


Year your partner last entered Australia

Passport number

Country of issue

21 Is your partner an Australian citizen **who was born in Australia**?

No

 You will need to provide proof of your partner's Australian residence status (for example, citizenship papers, passport or other documentation)

▶ Go to next question

Yes Go to 31

22 What is your partner's country of birth?

23 What is your partner's country of citizenship?

Australia Date citizenship granted (DD MM YYYY)

▶ Go to 31

Other Give details below

Country of citizenship

Date citizenship granted (DD MM YYYY)

You

25 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 27*

Not sure *Go to 27*

26 Your visa details on arrival

Visa subclass Date visa granted (DD MM YYYY)

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

27 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)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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28 When did you most recently start living in Australia?

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

 (DD MM YYYY)

29 Did your partner or either of your parents arrive on a refugee or humanitarian visa?

No

Yes

Your partner (if you have one)

24 Has your partner ever lived in Australia?

No *Go to 31*

Yes *Go to next question*

25 What is your partner's **current** type of visa?

Permanent *Go to next question*

Temporary *Go to next question*

New Zealand passport (Special Category visa) *Go to 28*

Not sure *Go to 28*

26 Your partner's current visa details

Visa subclass Date visa granted (DD MM YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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28 When did your partner most recently start living in Australia?

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

 (DD MM YYYY)

30 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 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 you first started living in Australia.

Include when you first 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.

Account details

31 Where do you want your family assistance payments made?

The account must be in your name. A joint account is acceptable. It cannot be in a child's name unless you are the signatory or trustee.

If you are claiming on behalf of a deceased person, provide **your** bank account details below.

Do not include an account used exclusively for funding from the National Disability Insurance Scheme.

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

Tax details

32 Read this before answering the following questions.

You will not be paid if you do not give us your tax file number (TFN). If you have a partner, we will need their TFN too. If you or your partner 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 (and your partner's) TFN in relation to this claim you authorise us to use your (and your partner's) TFN for other family assistance payments and services in future where necessary.

Have you (and your partner) given us your tax file number(s) before?

No Go to next question

Not sure Go to next question

Yes Go to 34

33 Do you (and your partner) have a tax file number(s)?

You

No Go to ato.gov.au

Yes Your tax file number

If you are claiming Parental Leave Pay only then you do not need to provide your partner's tax file number.

Your partner

No Go to ato.gov.au

Yes Your partner's tax file number

Deceased child's details

34 Child's name

Family name

First given name

Second given name

35 Has this child been known by any other names?

No Go to next question


Yes List the other names

36 Child's sex

Male

Female

37 Child's date of birth (DD MM YYYY)

 Provide proof of birth (for example, birth certificate or in the case of neonatal death, a letter on hospital letterhead from the doctor or midwife who attended the birth that verifies the full details of the birth mother and child), if you have not already done so.

38 Where was this child born?

Hospital name

Hospital address

Postcode

Contact phone number (including area code) (if known)

Contact name

39 Child's date of death (DD MM YYYY)

40 Which hospital can confirm this child's date of death?

Hospital name

Hospital address

Postcode

Contact phone number (including area code) (if known)

Contact name

41 Which funeral home can confirm this child's details?

Name of funeral home

Funeral home address

Postcode


Contact phone number (including area code) (if known)

Contact name

42 Is this claim for a stillbirth?

No Go to next question

Yes

 Provide proof of birth (for example, birth certificate or a letter on hospital letterhead from the doctor or midwife who attended your baby's delivery that verifies the full details of the birth mother and child).

▶ Go to 69

43 Did this child ever travel outside Australia, including short trips and holidays?

This question will help us to verify this child's Australian residence.

No Go to next question

Not applicable – Go to next question never travelled to Australia

Yes Give details below

Year your child last entered Australia

Passport number

Country of issue

44 Have you registered, or applied to register, the birth of your child with your state or territory registry of births?

No



It is **free** to register your child's birth. You **cannot be paid** Parental Leave Pay or be paid Newborn Supplement with your Family Tax Benefit Part A until you have registered or applied to register the birth of your newborn child. Your claim for these payments will be rejected.

Yes

You may be asked to provide proof of this registration. You can select Yes if you have applied to register the birth, even if you do not have a birth certificate.

Not required

This is where you are not responsible by state or territory law to register the birth of your child. If you are not sure contact your state or territory registry of births for further information. We may contact you if more information is required.

45 Are you claiming Parental Leave Pay only for this child?

For more information, see 'What is Parental Leave Pay?' on page 5 in the **Notes Booklet**.

No Go to next question

Yes Go to 71

46 Did this child spend time with someone other than you (and/or your current partner) such as one of their parents (for example, weekends)?

To be paid Family Tax Benefit, you must have had care of this child for at least 35% of the time.

For more information, see 'Shared care' on page 17 in the **Notes Booklet**.

No Go to 55

Yes Give details below

Who did this child spend time with when not with you?

Name

Address

Postcode

Contact phone number (including area code) (if known)

47 Your care period before this child's death

For information about care period, see 'Shared care' on page 17 in the **Notes Booklet**.

Date the care arrangement started

(DD MM YYYY)

Date these arrangements were expected to end or change

(DD MM YYYY)

or

The arrangement was indefinite/ongoing

Your percentage of care will be assessed over a 12 month period from the date the care period commenced.

48 Do you have a parenting plan, court order or written agreement that shows where this child stayed?

No **Go to 50**

Yes

Provide a copy of the parenting plan, court order or written agreement, if you have not already done so.

49 Were the arrangements in the parenting plan, court order or written agreement being followed?

No **Go to next question**

Yes **Go to 55**

50 Do you know what percentage of care you had for the care period stated in question 47?

No **Go to 53**

Yes **Go to next question**

51 What percentage of care did you have during the care period stated in question 47?

%

52 What percentage of care did the other parent, carer or guardian of this child have during the care period stated in question 47?

% **Go to 55**

53 How long was this child with you for the care period stated in question 47?

Provide the total time in nights, weeks or hours. **Only write one total time.**

Total number of nights or Total number of weeks or Total number of hours

or or

54 How long was this child with the other parent, carer or guardian for the care period stated in question 47?

Provide the total time in nights, weeks or hours.

Only write one total time.

Total number of nights or Total number of weeks or Total number of hours

or or

55 Did this child come into your care as part of a multiple birth, the same multiple adoption process or multiple children coming into your care?

No

Yes

56 Your relationship to this child

Birth mother **Go to next question**

Partner of birth mother **Go to 63**

Adoptive parent **Go to 59**

Biological father **Go to 58**

Partner of biological father **Go to 58**

Grandparent **Go to 61**

Foster Parent (formal) **Go to 61**

Foster Parent (informal) **Go to 61**

Other Give details below

Go to 61

57 Have you given birth to any other children (excluding stillborn children) before this child?

No **Go to 64**

Yes **Go to 64**

58 Did this child come into your (and/or your partner's) care as part of a surrogacy arrangement?

No **Go to 63**

Yes **Go to 61**

59 Have you (and/or your partner) adopted a child before this child?

No

Yes

60 Was this child in your (and/or your partner's) care before the adoption process started?

For more information, see 'Adoptions' on page 4 in the **Notes Booklet**.

No **Go to 64**

Yes **Go to 64**

61 Have you (and/or your partner) previously had a child come into your care?

No

Yes

62 Did you, or would you have had, this child in your care for at least 13 consecutive weeks?

No **Go to 64**

Yes **Go to 64**

63 Has the birth mother of this child given birth to any other children (excluding stillborn children) before this child?

No

Yes

64 Your partner's (if you have one) relationship to this child

Birth mother

Partner of birth mother

Adoptive parent

Biological father

Partner of biological father

Grandparent

Foster Parent (formal)

Foster Parent (informal)

Other Give details below

65 If you (and your partner) are the parent/adoptive parent of this child at **both** questions **56** and **64** **Go to 66**

Who are the parents of this child?

Parent 1

Is this person deceased?

No

Yes Date of death (DD MM YYYY)

Parent 2

Is this person deceased?

No

Yes Date of death (DD MM YYYY)

66 Did this child come into your care from someone else?

No **Go to 69**

Yes Give details below

Who cared for this child before you?

Name

Address

Postcode

Contact phone number (including area code) (if known)

67 When did this child come into your care?

(DD MM YYYY)

68 Was this child adopted from outside Australia?

No **Go to next question**

Yes When did this child first enter Australia?

(DD MM YYYY)



Provide proof of this child's entry to Australia, if you have not already done so.

Parental Leave Pay details

69 Are you claiming Parental Leave Pay for a child who was stillborn or died shortly after birth (neonatal death)?

No **Go to next question**

Yes

If you are eligible for Parental Leave Pay and sharing days with someone else, you can take all the shared days at the same time as the other person. If you are partnered but not sharing days, you may get up to the maximum 100 days, for a child born or adopted before 1 July 2024. For a child born or adopted on or after 1 July 2024, you may get up to a maximum 110 days yourself. For more information, go to servicesaustralia.gov.au/exemptionsplimit

Go to 71

70 Is your partner claiming Parental Leave Pay?

This includes if your partner has already claimed or is intending to claim Parental Leave Pay for this child.

No **Go to 141**

Yes

Your partner needs to complete a separate claim for Parental Leave Pay. Your partner can complete a **Claim for Bereavement Payment of Parental Leave Pay/Family Assistance (FA008M)** form.

Go to 145

71 Where do you want your Parental Leave Pay payments made?

This account will only be used if your Parental Leave Pay is to be paid by us.

Do not include an account used exclusively for funding from the National Disability Insurance Scheme.

Use the account details already provided at question 31.

Go to next question

Use the following account details for my Parental Leave Pay 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

72 Read this before answering the following question.

Parental Leave Pay is a taxable payment. If we pay you directly, we will withhold PAYG at the rate of 15% unless you nominate a different tax rate.

Would you like to nominate a different PAYG tax rate?

No **Go to next question**

Yes You must choose a rate between 0 and 50%.

 %

73 Read this before answering the following questions.

Your Parental Leave Pay income test will be based on the financial year before one of the following the:

- date of the birth, or
- date this child came into your care.

The earliest of these dates will determine the correct financial year.

To help you in providing the correct financial year details for your Parental Leave Pay income test, complete the following.

Your child's date of birth (DD MM YYYY)

Financial year (FY) before your child's date of birth

 /

This is the financial year you need to provide the following income for.

- 74** Use the following table to calculate your (and your partner's) taxable income for the financial year indicated in question **73**.
If you did not receive income from any of the following sources, write **\$0** in the boxes.

If you do not meet the individual income test, we can use the family income test to assess your eligibility. If you do not have a partner, we will use just your income. If you have a partner, to save time, you can choose to give us your partner's income too. We will use it to see if you meet the family income test. If you do not give us your partner's income now, we may need to contact you to give us evidence of your income. This is so we can confirm it is under the individual income limit. If it is over, we will contact you to request your partner's income details. This is because you may still meet the family income test. For more information, see 'Providing an income estimate – Why your income details are important' on page 21 in the **Notes Booklet**.

	You	Your partner
A Estimated taxable income from salary and wages	\$ <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>
B Estimated taxable income from Australian Government pensions or benefits	\$ <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>
C Other estimated taxable income	AUD <input style="width: 100%;" type="text"/>	AUD <input style="width: 100%;" type="text"/>
Total estimated taxable income (total of A to C) =	\$ <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>

- 75** Provide details of how much you received from any of the following sources for the financial year indicated in question **73**.
If you did not receive income from any of the following sources, write **\$0** in the boxes.

	You	Your partner
A Exempt reportable fringe benefits	Estimated amount \$ <input style="width: 100%;" type="text"/>	Estimated amount \$ <input style="width: 100%;" type="text"/>
B All other reportable fringe benefits	Estimated amount \$ <input style="width: 100%;" type="text"/>	Estimated amount \$ <input style="width: 100%;" type="text"/>
C Reportable superannuation contributions	Estimated amount \$ <input style="width: 100%;" type="text"/>	Estimated amount \$ <input style="width: 100%;" type="text"/>
D Total net investment losses	Estimated amount – \$ <input style="width: 100%;" type="text"/>	Estimated amount – \$ <input style="width: 100%;" type="text"/>
E Tax free pensions and benefits	Estimated amount \$ <input style="width: 100%;" type="text"/>	Estimated amount \$ <input style="width: 100%;" type="text"/>
F Foreign income	Estimated amount AUD <input style="width: 100%;" type="text"/>	Estimated amount AUD <input style="width: 100%;" type="text"/>
G Tax exempt foreign income	Estimated amount AUD <input style="width: 100%;" type="text"/>	Estimated amount AUD <input style="width: 100%;" type="text"/>
H Child support you have paid	Estimated amount \$ <input style="width: 100%;" type="text"/>	Estimated amount \$ <input style="width: 100%;" type="text"/>

86 Read this before answering the following questions.

To be eligible for Parental Leave Pay, you must meet the work test.
For more information, see 'Parental Leave Pay work test' on page 7 in the **Notes Booklet**.

Were you, or would you have been, the carer of your child from their birth or adoption?

No What date did you, or did you expect to, become the carer?

(DD MM YYYY)

▶ Place this date in Box A at question 87

Yes Your child's date of birth or date child came into your care as part of the adoption process

(DD MM YYYY)

▶ Place this date in Box A at question 87

87 To help you in calculating your work test period, complete the following dates to determine the relevant 392 day (approximately 13 month) period.

Write the date provided at question 86 in Box A

A (DD MM YYYY)

Date which is 13 months before the date in Box A

B (DD MM YYYY)

88 Have you worked for at least 8 hours every week between the 2 dates at question 87?

This includes paid leave from your employer.
For more information, see 'Parental Leave Pay work test' on page 10 in the **Notes Booklet**.

No Go to next question

Yes Go to 99

89 Have you worked for at least 330 hours within a 295 day (approximately 10 month) period between the 2 dates at question 87?

No Go to 91

Yes Go to next question

90 In the 295 day (approximately 10 month) period you worked at question 89, has there been a continuous gap where you did not work for longer than 12 weeks (84 days)?

No Go to 99

Yes Go to next question

91 Are you the child's birth mother?

No Go to 98

Yes Go to next question

92 Read this before answering the following question.

If it was unsafe for you to continue working during your pregnancy, due to the hazards in your job, you may still meet the work test using a different work test period.
For more information, see 'Dangerous job' on page 11 in the **Notes Booklet**.

Did you stop working in a dangerous job that was a risk to your pregnancy?

No Go to 98


Yes Go to next question

93 Read this before answering the following question.

As you have stopped working in a dangerous job, you may still meet the work test using a different work test period.
You will need to answer the following questions for the new work test period.

What date did you stop working in a dangerous job?

(DD MM YYYY)

 You need to provide proof confirming that the hazards connected with your job was a risk to your pregnancy.
For more information, see 'Dangerous job' on page 11 in the **Notes Booklet**.

▶ Go to next question

94 To help you in calculating your work history, complete the following dates to determine the relevant 392 day (approximately 13 month) period.

Write the date provided at question 93 in Box A

A (DD MM YYYY)

Date which is 13 months before the date in Box A

B (DD MM YYYY)

95 Have you worked for at least 8 hours every week between the 2 dates at question 94?

This includes paid leave from your employer.

No Go to next question

Yes Go to 99

96 Have you worked for at least 330 hours within a 295 day (approximately 10 month) period between the 2 dates at question 94?

No Go to 98

Yes Go to next question

97 In the 295 day (approximately 10 month) period you worked at question 96, has there been a continuous gap where you did not work for longer than 12 weeks (84 days)?

No Go to 99

Yes Go to next question


98 Read this before answering the following question.

Based on your answers, you may not meet the work test for Parental Leave Pay. You could still be eligible as there are some exceptions to the work test.

For more information and what proof you need to provide, see 'What exceptions are there to the work test?' on pages 7 to 11 of the **Notes Booklet**.

Was your ability to work directly affected by:

a pregnancy related illness or complication

 Provide proof that you would have met the work test had it not been for the:

- pregnancy complications
- premature birth
- severe medical condition.


This needs to include medical proof **and** evidence you would have continued to work.

▶ *Go to next question*

a premature birth

a severe medical condition, or caring for a close family member with a severe medical condition

a natural disaster declared by the Commonwealth, a State or Territory


 Provide proof that you would have met the work test had it not been for the natural disaster.

This needs to include proof you were directly impacted by a disaster **and** evidence you would have continued to work.

▶ *Go to next question*

family and domestic violence

You may be contacted by a social worker to discuss your claim. The call will come from a private number. If you are in immediate danger, call **000**.

 If possible, provide proof that you would have met the work test had you not been affected by family and domestic violence, including proof you would have continued to work.

▶ *Go to next question*

none of the above ▶ *Go to next question*

99 Did you give birth to this child?

No ▶ *Go to next question*

Yes ▶ *Go to 101*

100 Before this child's death, what was, or would have been, your relationship to this child you are claiming Parental Leave Pay for?

Partner of birth mother ▶ *Go to 103*

Biological father ▶ *Go to 103*

Partner of biological father ▶ *Go to 103*

Adoptive parent ▶ *Go to 107*

Partner of adoptive parent ▶ *Go to 107*

Gaining parent in a surrogacy arrangement ▶ *Go to 104*

Partner of gaining parent in surrogacy ▶ *Go to 104*

Legal parent ▶ *Go to 104*

Partner of legal parent ▶ *Go to 104*

Foster carer ▶ *Go to 105*

Other ▶ Give details below

We may need to contact you for additional information.

▶ *Go to 110*

101 Before this child's death, were you, or would you have been, the carer of this child?

For more information, see 'Carer' on page 5 in the **Notes Booklet**.

No ▶ *Go to next question*

Yes ▶ *Go to 137*

102 Before this child's death were you intending to give your child up for adoption or as part of a surrogacy arrangement?

No ▶ *Go to 137*

Yes

Tick one only

Adoption

Part of a surrogacy arrangement

Parental Leave Pay is only available to you within the first 20 weeks from the birth of your child (for children born between 1 July 2023 and 30 June 2024) or the first 22 weeks from the birth of your child (for children born on or after 1 July 2024) for maternal recovery purposes. As you were giving your child up for adoption or as part of a surrogacy arrangement, your Parental Leave Pay cannot be shared.

▶ *Go to 139*

103 Read this before answering the following question.

For you to get Parental Leave Pay, the birth mother needs to give approval to share Parental Leave Pay days with you. This includes the reserved days if you have a partner.

For more information, see 'Sharing Parental Leave Pay' on page 14 in the **Notes Booklet**.

Is the birth mother going to share some or all of their Parental Leave Pay days with you?

No **Go to 111**

Yes

In order to get Parental Leave Pay days, the birth mother must give you approval to claim and to share days with you. You need to provide details about the birth mother.

Go to 115

104 Read this before answering the following question.

If you are the first parent to claim Parental Leave Pay for this child, you can share your Parental Leave Pay days with your partner.

If you are the second parent to claim, then the first parent needs to give approval to share Parental Leave Pay days with you.

For more information, see 'Sharing Parental Leave Pay' on page 14 in the **Notes Booklet**.

Are you the first parent to claim Parental Leave Pay for this child?

No

In order to get Parental Leave Pay days, the other parent must give you approval to claim and to share days with you. You need to provide details about the other parent.

Go to 115

Yes **Go to 111**

105 Before this child's death, did you have care of this child through a formal foster care arrangement made by your state or territory?

No **Go to 110**

Yes **Go to next question**

106 Was this child placed in your care as part of the process of adoption?

No

Formal foster carers are not eligible for Parental Leave Pay, however, you may be eligible for the Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for any child born or entrusted to your care.

Go to 147

Yes

 Provide supporting documents from your state or territory agency outlining the proposed adoption arrangement.

Go to 108

107 Before this child's death, was this child in your (and/or your partner's) care before the adoption process started?

For more information, see 'Adoptions' on page 4 in the **Notes Booklet**.

No

Yes

108 Read this before answering the following questions.

If you are the first adoptive parent to claim Parental Leave Pay for this child, you can share your Parental Leave Pay days with another adoptive parent.

If you are the second adoptive parent to claim, then the first adoptive parent will need to approve the number of Parental Leave Pay days you want to claim.

Are you the first adoptive parent to claim Parental Leave Pay for this child?

No **Go to next question**

Yes **Go to 137**

109 Read this before answering the following question.

For you to get Parental Leave Pay, the first adoptive parent to claim needs to give approval to share Parental Leave Pay days with you. This includes the reserved days if you have a partner. You do not need approval to share days if you are caring for the child in exceptional circumstances.

For more information, see 'Sharing Parental Leave Pay' on page 14 in the **Notes Booklet**.

Is the child's other adoptive parent going to share Parental Leave Pay days with you?

No **Go to 111**

Yes

In order to get Parental Leave Pay days, the other adoptive parent must give approval to share days with you. You need to provide details about the other adoptive parent.

Go to 115

110 Are you claiming Parental Leave Pay because the child's primary carer has already claimed Parental Leave Pay and is sharing some or all of it with you?

For more information, see 'Sharing Parental Leave Pay' on page 14 in the **Notes Booklet**.

No **Go to next question**

Yes

In order to get Parental Leave Pays days, the child's primary carer must give you approval to claim and to share days with you. You need to provide details about the primary carer.

Go to 115

111 Before this child's death, were you, or would you have been, the primary carer of this child?

No **Go to 115**

Yes **Go to next question**

112 Before this child's death, did you expect to have care of this child for at least 26 weeks after this child came into your care?

No **Go to 115**

Yes **Go to next question**

113 Was this child aged under one year when you became this child's primary carer?


No

Yes

114 Before this child's death, had a court made a parenting order stating the mother was no longer caring for this child and stating that you were caring for this child?

No **Go to 137**

Yes

 Provide the parenting order if you have not already done so.

Go to 137

115 Approval giver's details

In order to get Parental Leave Pay days, you must have approval to share days with you. For more information, see 'Sharing Parental Leave Pay' on page 14 in the **Notes Booklet**.

You must be given approval from the child's birth mother if you are either the:

- birth mother's partner
- child's biological father
- partner of the child's biological father.

You must be given approval from the adoptive parent who claimed Parental Leave Pay first for the child if you are either the:

- second adoptive parent to claim Parental Leave Pay for the child
- adoptive parent's partner.

You must be given approval from the gaining parent who claimed Parental Leave Pay first for the child if you are either the:

- second gaining parent to claim Parental Leave Pay for the child
- gaining parent's partner.

If you have another kind of relationship to the child, you must be given approval from the primary carer who claimed Parental Leave Pay first for the child. They must be your partner.

Continued

Provide details about the person giving you approval to share Parental Leave Pay days.

Approval giver's relationship to this child:

Birth mother

Adoptive parent

Gaining parent in a surrogacy arrangement

Other Give details below

Approval giver's Customer Reference Number (if known) (optional)

Approval giver's name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

Approval giver's date of birth (DD MM YYYY)

Approval giver's address

Approval giver's contact number (including area code)

116 Next

Read this before continuing.

The person you have nominated in question **115** must now complete questions **117** to **135**.

After they have completed the questions, **you** can continue from question **136**.

Approval giver – to complete

Approval giver's details

117 Read this before answering the following questions.

IMPORTANT: Questions **117** to **135** must be completed by the person giving approval to share Parental Leave Pay days with the person claiming Parental Leave Pay in this form.

The **approval giver** must complete the following questions then sign and date the declaration at **135**. The approval giver is the person who is nominated at question 115.

Your Customer Reference Number (if known)

--	--	--	--

Your name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

Date of birth (DD MM YYYY)

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

Your address

Postcode

Your contact number (including area code)

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

Approval ID (we may have given you an Approval ID if you have already claimed Parental Leave Pay for this child)

118 Your relationship to this child

Birth mother *Go to next question*

Adoptive parent *Go to next question*

Gaining parent in a surrogacy arrangement *Go to next question*

Other Give details below

▶ *Go to next question*

119 Read this before answering the following question.

For more information, see 'Sharing Parental Leave Pay' on page 14 in the **Notes Booklet**.

Do you give approval to share Parental Leave Pay with the person completing this claim?

No **Go to 134**

Yes Give details below

Name of the person you are sharing Parental Leave Pay days with

120 Read this before answering the following question.

You have given approval to share Parental Leave Pay days with the person you nominated at question **119**. You must tell us how many days you want to share.

You can share from 1 to 100 days for a child born or adopted on or after 1 July 2023.

For a child born or adopted on or after 1 July 2024, you can share from 1 to 110 days.

If you want to change your approval to share, or the number of days you want to share, you can do this online. **You can only do this before the person takes the Parental Leave Pay days you share with them.**

To change your approval, sign in to your Centrelink online account through myGov. Select **My Family** then **Parental Leave Pay Circumstances**.

How many Parental Leave Pay days do you approve to share with the person you nominated at question **119**?

Number of days

	days
--	------

Your Parental Leave Pay work test details

For the person you nominated at question **119** to be eligible for Parental Leave Pay, you must also meet the work test. This is even if you are not claiming Parental Leave Pay for yourself.

For more information, see 'Parental Leave Pay work test' on page 7 in the **Notes Booklet**.

121 What was the child's date of birth?

						(DD MM YYYY)
--	--	--	--	--	--	--------------

▶ Place this date in Box A at question 122

122 To help you in calculating your work test period, complete the following dates to determine the relevant 392 day (approximately 13 month) period.

Write the date provided at question 121 in Box A

A						(DD MM YYYY)
----------	--	--	--	--	--	--------------

Date which is 13 months before the date in Box A

B						(DD MM YYYY)
----------	--	--	--	--	--	--------------

Approval giver – to complete

- 123** Have you worked for at least 8 hours every week between the 2 dates at question 122?

This includes paid leave from your employer.

For more information, see 'Parental Leave Pay work test' on page 7 in the **Notes Booklet**.

No **Go to next question**

Yes **Go to 134**

- 124** Have you worked for at least 330 hours within a 295 day (approximately 10 month) period between the 2 dates at question 122?

No **Go to 126**

Yes **Go to next question**

- 125** In the 295 day (approximately 10 month) period you worked at question 124, has there been a continuous gap where you did not work for longer than 12 weeks (84 days)?

No **Go to 134**

Yes **Go to next question**

- 126** Are you the child's birth mother?

No **Go to 133**

Yes **Go to next question**

- 127** Read this before answering the following question.

If it was unsafe for you to continue working during your pregnancy, due to the hazards in your job, you may still meet the work test using a different work test period.

For more information, see 'Dangerous job' on page 11 in the **Notes Booklet**.

Did you stop working in a dangerous job that was a risk to your pregnancy?

No **Go to 133**

Yes **Go to next question**

- 128** Read this before answering the following question.

As you have stopped working in a dangerous job, you may still meet the work test using a different work test period.

You will need to answer the following questions for the new work test period.

What date did you stop working in a dangerous job?

(DD MM YYYY)

We will contact you for proof confirming that the hazards connected with your job was a risk to your pregnancy.

For more information, see 'Dangerous job' on page 11 in the **Notes Booklet**.

Go to next question

- 129** To help you in calculating your work history, complete the following dates to determine the relevant 392 day (approximately 13 month) period.

Write the date provided at question 128 in Box A

A (DD MM YYYY)

Date which is 13 months before the date in Box A

B (DD MM YYYY)

- 130** Have you worked for at least 8 hours every week between the 2 dates at question 129?

This includes paid leave from your employer.

No **Go to next question**

Yes **Go to 134**

- 131** Have you worked for at least 330 hours within a 295 day (approximately 10 month) period between the 2 dates at question 129?

No **Go to 133**

Yes **Go to next question**

- 132** In the 295 day (approximately 10 month) period you worked at question 131, has there been a continuous gap where you did not work for longer than 12 weeks (84 days)?

No **Go to 134**

Yes **Go to next question**

- 133** Read this before answering the following question.

Based on your answers, you may not meet the work test for Parental Leave Pay. There are some exceptions to the work test.

For more information and what proof you need to provide, see 'What exceptions are there to the work test?' on pages 7 to 11 of the **Notes Booklet**.

Was your ability to work directly affected by any of the following:

- a pregnancy related illness or complication
- a premature birth
- a severe medical condition, or caring for a close family member with a severe medical condition
- a natural disaster declared by the Commonwealth, a State or Territory
- family and domestic violence.

No **Go to next question**

Yes We will contact you for proof that you would have met the work test had it not been for these circumstances. This may include evidence you were directly impacted by the event **and** evidence you would have continued to work.

Go to next question

Privacy notice

134 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 have collected this information so we can process and manage the application from the person you nominated at question 119, who is claiming Parental Leave Pay in this form.

We may advise the person claiming Parental Leave Pay if you have or have not agreed to share Parental Leave Pay with them and how many Parental Leave Pay days you have agreed to share.

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

135 I declare that:

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

I understand that:

- the information I have provided in this form will be used to decide if the person I nominated at question 119 is eligible for Parental Leave Pay.
- I can change my approval to share Parental Leave Pay, or the number of days I want to share. I can only do this before the person takes their Parental Leave Pay days I have shared with them. I can do this online by signing in to my Centrelink online account through myGov.
- Services Australia may disclose necessary information about me to another person who is claiming Parental Leave Pay for the same child.
- Services Australia may advise the other person claiming Parental Leave Pay if I have or have not met the work test, but Services Australia will not give them my work test details.
- I may be requested to provide proof of not being able to meet the work test. If I do not provide acceptable proof, this claim for Parental Leave Pay for the person I nominated at question 119 may not be accepted.
- Services Australia can make relevant enquiries to make sure the information I provide is correct.
- if the information I have provided is incorrect and the person claiming is found to have no entitlement to Parental Leave Pay, that person may be overpaid and any money they owe will need to be paid back.
- giving false or misleading information is a serious offence.

Your signature



Date (DD MM YYYY)

--	--	--



The person claiming Parental Leave Pay you nominated at question 119 must complete the remaining questions in this form.

136 Read this before answering the following question.

You can only claim Parental Leave Pay for the number of days you have been given approval to share.

How many Parental Leave Pay days has the approver shared with you at question 120?

Number of days

137 Read this before answering the following question.

For each Parental Leave Pay day, you must meet the Parental Leave Pay residence requirements (see 'Australian residence requirements' on page 19 in the **Notes Booklet**)

If your child is stillborn or has died, you may work and still be eligible to receive Parental Leave Pay.

You can take Parental Leave Pay as either:

- a single block
- multiple smaller blocks
- single days
- a combination of smaller blocks and single days.

You can select any days during the week – Monday to Sunday. You must select at least one Parental Leave Pay day in this claim. Any remaining days will be held in a balance for you.

You can use the Parental Leave Pay Circumstances online service to:

- check your days
- take your remaining days
- change your nominated days before you take them.

Sign in to your Centrelink account through myGov.

Parental Leave Pay days cannot be:

- more than 100 days in the past
- before your child's birth or adoption
- after your child's second birthday or second anniversary of adoption.

If you want to be paid from your child's date of birth or adoption, you must do both of the following within 100 days of their birth or adoption:

- lodge the claim
- provide all requested information and documents, including the child's proof of birth or entry into care.

You will receive your first payment after your nominated dates. It will include any arrears you are entitled to.

If you are sharing days with someone else, make sure you only include the number of days you are claiming for yourself.

For more information, see 'Sharing Parental Leave Pay' on page 14 of the **Notes Booklet**.

You can claim all of your days now. Or you can claim some now and some later using the Parental Leave Pay Circumstances online service.

How many Parental Leave Pay days do you want to claim now?

Number of days

138 Do you want to receive all the Parental Leave Pay days you are claiming now as one continuous block paid Monday to Friday?

No **Go to 140**

Yes **Go to next question**

139 When would you like your Parental Leave Pay to start?

If you choose a start date in the past and you or your partner (if you have one) received an income support payment or Family Tax Benefit for the same period, we may have paid you or your partner too much.

From the first weekday on or after your child's date of birth, or date they came into your care as part of the adoption.

Go to 141

Or

From a specific date

Date (DD MM YYYY)

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

Go to 141

140 Dates you would like to claim your Paid Parental Leave days

If you choose a start date in the past and you or your partner (if you have one) received an income support payment or Family Tax Benefit for the same period, we may have paid you or your partner too much.

We will include every day that falls between the 'from' and 'to' dates, including weekends. If you want to include gaps between blocks of days (such as weekends) you will need to list them as separate blocks.

From (DD MM YYYY)

To (DD MM YYYY)

/ /	-	/ /
/ /	-	/ /
/ /	-	/ /
/ /	-	/ /
/ /	-	/ /
/ /	-	/ /

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

Stillborn Baby Payment

141 Read this before answering the following question.

You may be eligible for Parental Leave Pay or Stillborn Baby Payment but we cannot pay you both. If your claim for Parental Leave Pay is not successful you can also claim Stillborn Baby Payment now. If you are eligible, we will pay you the payment with the higher rate.

For more information, see 'What is Stillborn Baby Payment?' on page 15 in the **Notes Booklet**.

Stillborn Baby Payment can be claimed online, go to servicessaustralia.gov.au/stillbornpayment

Are you claiming Stillborn Baby Payment?

No **Go to 147**

Yes **Go to next question**

142 Read this before answering the following question.

A child's primary carer is the person who would have physically cared for and met the needs of the child on a daily basis. Only one person can be the primary carer at one time.

Would you have been the primary carer of this child?

No **Go to next question**

Yes What date would you have become the primary carer?

(DD MM YYYY)

Go to 144

143 Would your partner have been the primary carer of this child?

No **Go to next question**

Yes What date would your partner have become the primary carer?

(DD MM YYYY)

Go to next question

144 Read this before answering the following questions.

Your estimated income for Stillborn Baby Payment should be based on your and your partner's (if you have one) income components as listed in question 145, even if your 6 month income assessment period has passed.

For more information about estimating income for Stillborn Baby Payment or if you have received, or expect to receive, any lump sum payments within this period call us on **136 150** for assistance.

To help you in estimating your income for the **6 month period**, complete the following dates.

The 6 month period starts from the date of your child's delivery.

Date of delivery

(DD MM YYYY)

to

6 months from the date of delivery

(DD MM YYYY)

Stillborn Baby Payment adjusted taxable income details

145 Use the following table to estimate your (and/or your partner's) taxable income for the 6 month period starting from the date of your child's delivery. If you do not receive income from any of the following sources, write **\$0** in the appropriate boxes.

For more information, see 'Providing an income estimate – Why your income details are important' on page 21 in the **Notes Booklet**.

	You	Your partner
A Estimated taxable income from salary and wages for the 6 month period	\$ <input type="text"/>	\$ <input type="text"/>
B Estimated taxable income from Australian Government pensions or benefits for the 6 month period	\$ <input type="text"/>	\$ <input type="text"/>
C Other estimated taxable income for the 6 month period	AUD <input type="text"/>	AUD <input type="text"/>
Total estimated taxable income for the 6 month period (total of A to C) =	\$ <input type="text"/>	\$ <input type="text"/>

146 Provide details of how much you (and/or your partner) expect to receive from any of the following sources in the 6 month period from the date of your child's delivery. If you do not receive income from any of the following sources, write **\$0** in the appropriate boxes.

	You	Your partner
	Estimated amount	Estimated amount
A Exempt reportable fringe benefits for the 6 month period	\$ <input type="text"/>	\$ <input type="text"/>
	Estimated amount	Estimated amount
B All other reportable fringe benefits for the 6 month period	\$ <input type="text"/>	\$ <input type="text"/>
	Estimated amount	Estimated amount
C Reportable superannuation contributions for the 6 month period	\$ <input type="text"/>	\$ <input type="text"/>
	Estimated amount	Estimated amount
D Total net investment losses for the 6 month period	-\$ <input type="text"/>	-\$ <input type="text"/>
	Estimated amount	Estimated amount
E Tax free pensions and benefits for the 6 month period	\$ <input type="text"/>	\$ <input type="text"/>
	Estimated amount	Estimated amount
F Foreign income for the 6 month period	AUD <input type="text"/>	AUD <input type="text"/>
	Estimated amount	Estimated amount
G Tax exempt foreign income for the 6 month period	AUD <input type="text"/>	AUD <input type="text"/>
	Estimated amount	Estimated amount
H Child support you (and/or your partner) have paid for the 6 month period	\$ <input type="text"/>	\$ <input type="text"/>

► **Go to 182**

147 Read this before answering the following question.

Family Tax Benefit may be paid for a period of 14 weeks to families after their child dies, including a child who has died shortly after birth (neonatal death).

Family Tax Benefit is not paid where a child is stillborn.

For more information, see 'What is Family Tax Benefit' on page 16 in the **Notes Booklet**.

Are you claiming Family Tax Benefit for the deceased child?

No **Go to 182**

Yes **Go to next question**

148 How do you want to receive the Family Tax Benefit Bereavement Payment (equivalent of 14 weeks of Family Tax Benefit)?

For more information see 'Family Tax Benefit Bereavement Payment' on page 16 in the **Notes Booklet**.

Tick one only

As a lump sum now

As fortnightly payments (for the rest of the 14 weeks, if claimed before the end of the 14 weeks)

By claiming the bereavement component as a lump sum now and still receive the rest of your Family Tax Benefit at the end of the financial year

149 Do you (and/or your partner) have children from a previous relationship living with you?

No **Go to 153**

Yes **Go to next question**

150 Read this before answering the following question.

A **blended family** is a family with 2 or more children and at least one of:

- those children is a child of one member of the couple from a previous relationship, and
- the other children is a child of this relationship or the child of the other member of the couple from a previous relationship.

Are you in a blended family?

No **Go to 153**

Yes **Go to next question**

151 Read this before answering the following question.

If you are a blended family, you (and your partner) can choose to share your combined Family Tax Benefit amount. You can decide between you what percentage of your combined amount you will each receive.

Do you (and your partner) want to be paid your Family Tax Benefit separately?

No **Go to 153**

Yes **Go to next question**

152 Read this before answering the following question.

Each member of a blended family must claim Family Tax Benefit the same way, as either fortnightly payments or a lump sum claim through us.

Your partner will need to complete a separate claim before you can start being paid your percentage of Family Tax Benefit.

Only provide details of the children you are claiming Family Tax Benefit for.

What percentage of your family's entitlement to Family Tax Benefit do you want to claim?

%

Accommodation and Rent Assistance details

153 Have you provided us with your accommodation details since 1 July 2024?

For more information, see 'What is Rent Assistance?' on page 18 in the **Notes Booklet**.

No **Go to next question**

Yes **Go to 177**

About your home

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

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

No **Go to 156**

Yes **Go to next question**

155 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**

156 What type of accommodation best describes where you (and your partner) live?

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 167**

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 157**

In a home owned by a:
• company in which you (and/or your partner) are a shareholder or director
• trust in which you (and/or your partner) or a member of your family are a potential beneficiary or are named in the trust deed **Go to 177**

In public housing, for example, housing owned by the Housing Authority. This does not include paying rent to a community housing organisation. **Go to 158**

In a boarding house, guest house, hostel, hotel, campus, refuge, emergency or supported accommodation or similar **Go to 168**

In accommodation which you (and/or your partner) have the right to use for life **Go to 161**

In accommodation where you pay no rent **Go to 177**

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

Go to 167

157 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 177**

Yes **Go to 167**

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

No **Go to next question**

Yes **Go to 177**

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

No **Go to next question**

Not sure **Go to next question**

Yes **Go to 167**

160 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 177**

Yes **Go to 167**

Life interest

161 Did you (and/or your partner) pay any money or transfer any assets in return for this right to accommodation for life?

No **Go to next question**

Yes **Go to 163**

162 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 177**

A formal agreement documenting the life interest **Go to 177**

An informal agreement, no rent paid **Go to 177**

An informal agreement to live at a child's home and pay rent **Go to 167**

Other Give details below

Go to 167

163 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

164 What was the amount paid?

\$

165 What (if any) assets were transferred?

166 What was the market value of assets transferred?

\$

Living with other people

167 Read this before answering the following question.

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 next question

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/lodgings
 \$ 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/lodgings
 \$ per

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

Paying for accommodation

168 Do you (and/or 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 170

Yes Go to next question

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

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

\$ per

Go to 171

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 171

170 What is the amount **you** (and **your partner**) 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

171 On what date did you (and your partner) start paying these fees?

(DD MM YYYY)

172 What type of accommodation do you (and your partner) live in?

Boarding house/hostel/private hotel, hospital or disability housing Go to 174

Private house or townhouse/unit/flat

Community housing

Defence housing

Caravan/cabin/mobile home

Boat

Other Give details below

Go to next question

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

\$ per

174 Do you (and/or 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.

175 If you have a partner, are you currently living with them?

This question is to check if you are eligible for a higher amount of Rent Assistance.

Do not have a partner *Go to 177*

No *Go to next question*

Yes *Go to 177*

176 Is this separation:

for medical reasons? No

Yes

temporary? No

Yes

because your partner is in prison? No

Yes

Income details

177 Do you (and/or your partner) receive any payments from the Department of Veterans' Affairs?

No *Go to 178*

Yes Give details below

You

Department of Veterans' Affairs reference number (if known)

Your partner

Department of Veterans' Affairs reference number (if known)

178 Read this before answering the following question.

Australian Government pensions and benefits are income support payments.

For more information, see 'An income support payment' table on page 25 in the **Notes Booklet**.

Are you receiving an income support payment?

No *Go to 180*

Yes *Go to next question*

179 Do you have a partner?

No *Go to 182*

Yes *Go to next question*

Family Tax Benefit adjusted taxable income details

180 Use the following table to estimate your (and/or your partner s) taxable income for 1 July 2024 to 30 June 2025.

If you do not receive income from any of the following sources, write **\$0** in the appropriate boxes.

For more information, see 'Providing an income estimate – Why your income details are important' on page 21 in the **Notes Booklet**.

	You	Your partner
A Estimated taxable income from salary and wages	\$	\$
B Estimated taxable income from Australian Government pensions or benefits	\$	\$
C Other estimated taxable income	AUD	AUD
Total estimated taxable income (total of A to C) =	\$	\$

181 Provide details of how much you (and/or your partner) expect to receive from any of the following sources in the 2024–25 financial year.

If you do not receive income from any of the following sources, write **\$0** in the appropriate boxes.

	You	Your partner
A Exempt reportable fringe benefits	Estimated amount \$	Estimated amount \$
B All other reportable fringe benefits	Estimated amount \$	Estimated amount \$
C Reportable superannuation contributions	Estimated amount \$	Estimated amount \$
D Total net investment losses	Estimated amount -\$	Estimated amount -\$
E Tax free pensions and benefits	Estimated amount \$	Estimated amount \$
F Foreign income	Estimated amount AUD	Estimated amount AUD
G Tax exempt foreign income	Estimated amount AUD	Estimated amount AUD
H Child support you (and/or your partner) have paid	Estimated amount \$	Estimated amount \$

182 Do you want to claim Family Tax Benefit for other dependent children in your care?

No **Go to next question**

Yes

You can claim Family Tax Benefit by logging into your Centrelink online account through myGov or complete the **Claim for Parental Leave Pay and Family Tax Benefit (FA100)** form for any additional child(ren).

Go to next question

Document checklist

183 Read this before answering the following question.

At certain questions on this form, you may have been asked to provide documents.
In the following list, tick the box next to each document you are providing. **Provide original documents.**

Which of the following documents are you providing with this form?

Someone to deal with us on your behalf	You	Your partner
Authorising a person or organisation to enquire or act on your behalf (SS313) form (at question 16)	<input type="checkbox"/>	
Australian residence		
Citizenship papers, passport or other documentation (at question 21)	<input type="checkbox"/>	<input type="checkbox"/>
Parental Leave Pay	You	Deceased child
Dangerous job Proof you were not able to work due to the hazards connected with your job (at question 93)	<input type="checkbox"/>	
Pregnancy complications, premature birth or severe medical condition Proof from your doctor or the hospital you were not able to work (at question 98)	<input type="checkbox"/>	
Proof from your employer you would have continued to work (at question 98)	<input type="checkbox"/>	
Natural disaster Proof you were impacted by a disaster (at question 98)	<input type="checkbox"/>	
Proof from your employer you would have continued to work (at question 98)	<input type="checkbox"/>	
Family and domestic violence Proof of your circumstances confirming you were impacted by family and domestic violence (at question 98)	<input type="checkbox"/>	
Proof from your employer you would have continued to work (at question 98)	<input type="checkbox"/>	
Parenting order or court order (at question 114)		<input type="checkbox"/>
Children details	Deceased child	
Proof of Birth has already been given to Services Australia	<input type="checkbox"/>	
Birth certificate (at question 37)	<input type="checkbox"/>	
In the case of neonatal death, a letter from the doctor or midwife (at question 37)	<input type="checkbox"/>	
In the case of stillbirth, a letter from the doctor or midwife (at question 42)	<input type="checkbox"/>	
Parenting plan, legal or other documents to support the change of care (at question 48)	<input type="checkbox"/>	
Proof of the date the child entered Australia (at question 68)	<input type="checkbox"/>	
Documents outlining adoption arrangement (at question 106)	<input type="checkbox"/>	
Other government issued document	<input type="checkbox"/>	
Accommodation details	You	
Full copy of your signed lease or tenancy agreement (at question 174)	<input type="checkbox"/>	

Privacy notice

184 You (and your partner) 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

Continue to next page

Declaration

185 I declare that:

- if I have claimed Parental Leave Pay days, for each of these days I expect to meet Parental Leave Pay residence rules (see 'Australian residence requirements' on page 19 in the **Notes Booklet**).
- the information I have provided in this form is complete and correct.

I understand that:

- I must return **all** supporting documents at the same time as I lodge my claim form. If I do not return all documents, my claim may not be accepted. The only exception will be if I am waiting for medical evidence or other documents from a third party.
- if my income estimate is less than my actual annual family income, my top-up payment of Family Tax Benefit, including end of year supplement payments can be used to repay any money I owe and offset a tax debt.
- if I underestimate my income and I am then found to have no entitlement to Family Tax Benefit Part A or Part B for two consecutive years after the balancing of my payments has occurred, I may no longer be able to receive Family Tax Benefit as fortnightly payments.
- any money I owe will need to be paid back.
- if I owe money to Services Australia, some or all of any money I owe may be recovered from my tax refund and/or my Centrelink payments, even if I am making regular repayments. Money owed can be recovered from payments including:
 - Family Tax Benefit arrears, lump sum, top up and end of year supplements payments
 - Parental Leave Pay (in certain circumstances)
- if another person claims or has claimed Parental Leave Pay for the same child, Services Australia may disclose necessary information to them about my Parental Leave Pay entitlement relating to the child.
- Services Australia can make relevant enquiries to make sure I receive my correct entitlement.
- giving false or misleading information is a serious offence.

Your signature



Date (DD MM YYYY)

--	--	--

Your partner's signature



Date (DD MM YYYY)

--	--	--

Next steps

- 1 Check that you have answered all the questions that you need to.
- 2 Provide all requested information and any additional required forms.
- 3 Check you have signed and dated this form.

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**
- by post to
Services Australia
Families
PO Box 7802
CANBERRA BC ACT 2610
- in person at one of our service centres.