

Purpose of this form



Services Australia needs you to provide information about your employee/contractor who has requested or is required to have their child support payments deducted from their salary or wages. This will help us collect your employee's/contractor's child support payment.

You are required to provide this information under section 120 of the *Child Support (Registration and Collection) Act 1988*. You will not be breaching employee privacy when you supply your employee's/contractor's information to us in response to the notice.

You can provide the information requested in this form by phone. Call us on **131 272**.

Please quote

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/childsupportbusiness or call us on 131 272.

Information in your language

We can translate documents you need to support this request for free.

To speak to us in your language, call **131 272**.



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'.

Returning this form

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

Return this form and a copy of any supporting documents:

- **online**, if you are registered with Child Support Business Online Services.
- by post to
Services Australia
Child Support
GPO Box 9815
MELBOURNE VIC 3001
- by fax to 1300 309 949

You should keep a copy of this form for your records.

Employee/contractor details

1 Employee's/contractor's name

Family name

First given name

Second given name

2 Employee's/contractor's date of birth (DD MM YYYY)

3 Employee's/contractor's last known address

 Postcode

4 Employee's/contractor's last known phone number (including area code)

5 Employee's/contractor's employment status

Tick one only

Full time employee on salary or wages **Go to 11**

Full time employee on commission only **Go to 11**

A part time or casual employee **Go to 6**

A new employee beginning soon **Go to 8**

No longer an employee/contractor **Go to 9**

A contractor or subcontractor **Go to 10**

Never an employee **Go to 21**

6 Average total hours worked

 per week

7 Hourly rate

 \$ **Go to 11**

8 Date employee/contractor will commence work (DD MM YYYY)

 Go to 11

9 Date employment/contract ended (DD MM YYYY)

Former employee's/contractor's bank account details

Name of bank, building society or credit union

Branch number (BSB)

Account number (this may not be the card number)

Account held in the name(s) of

Former employee's/contractor's new employer's details

Name of new employer (if known)

Address of new employer (if known)

 Postcode

Go to 21

10 Payments to contractors

Name of person or company the fees for services are paid to

Address

 Postcode

Average or actual amount paid per pay

 \$

Do you deduct PAYG tax from this payment?

No

Yes

Go to next question



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Payroll details

11 Payroll/employee number (if applicable)

Pay frequency (for example, weekly, fortnightly)

Date of next pay (DD MM YYYY)

This pay covers the period

From (DD MM YYYY)

To (DD MM YYYY)

Employer details

If the following employer details are blank or incorrect, please write the correct information in the blank space or attach a separate sheet.

12 Customer Reference Number (if known)

13 Australian Business Number (ABN)

14 Tax file number

15 Name of employer

16 Trading name of employer (if applicable)

17 Postal address

 Postcode

18 Name and title of person the notice should be addressed to

19 Contact details

Work phone number (including area code)

Fax number (including area code)

Email

20 What is the best time to contact you?

Privacy notice

21 You need to read this

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by Child Support for the assessment and administration of payments and services.

Your information may be used by the agency or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which Child Support will manage your personal information, including our privacy policy at servicesaustralia.gov.au/privacypolicy

Declaration

22 I declare that:

- I have the appropriate authority to sign this document
- the information I have provided in this form is complete and correct.

I understand that:

- giving false or misleading information is a serious offence.

Authorised representative's full name

Authorised representative's signature



Date (DD MM YYYY)