

When to use this form



Use this form to provide a statement of your financial details so that Services Australia can determine if your child support assessment should be changed. It is important that you provide full details of your income, expenses, assets and liabilities to help us review your assessment.

Online account



You can access your Child Support online account through myGov. myGov is a secure way to access a range of government services online with one username and password. You can create a myGov account at my.gov.au and link Child Support to it.

Filling in this form

You can fill this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and complete it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this **Go to 1** skip to the question number shown.

For more information



Go to servicessaustralia.gov.au/childsupport or call us on 131 272.

Information in your language

We can translate documents you need to support this assessment 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'.

10 Do you have dependent children living with you?

A dependent child for child support purposes is a child you have a legal duty to maintain. This can be either a biological or an adopted child.

No Go to next question

Yes Give details below

1 Family name

First given name

Second given name

Date of birth (DD MM YYYY)

2 Family name

First given name

Second given name

Date of birth (DD MM YYYY)

3 Family name

First given name

Second given name

Date of birth (DD MM YYYY)

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

Your employment details

11 Are you employed?

No Go to 14

Yes Give details below

Full time

Part time

Casual

12 Are you employed on salary or wages?

No Go to next question

Yes Give details below

Your occupation or trade

Name of employer

Address of employer

Postcode

Employers phone number (including area code)

Employers Australian Business Number (ABN) (if known)

Employers business/trading name

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

13 Are you employed for labour hire?

No Go to next question

Yes Give details below

Name of company

Australian Business Number (ABN) (if known)

Employers industry

Gross income

\$

This amount covers the period

From (DD MM YYYY)

To (DD MM YYYY)

Contract

Start date (DD MM YYYY)

End date (DD MM YYYY)

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

14 Are you a sole trader?

No Go to next question

Yes Give details below

Australian Business Number (ABN)

Trading name

Industry type

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

15 Are you a director of a company?

No Go to next question

Yes Give details below

Australian Business Number (ABN)

Trading name

Other directors name(s)

Industry type

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

16 Are you a shareholder of a private company?

No Go to next question

Yes Give details below

Australian Business Number (ABN)

Number of shareholders

Number of shares held by you

Total available shares in company

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

17 Are you a trustee of a trust?

No Go to next question

Yes Give details below

Australian Business Number (ABN)

Trust name

Number of trustees

Beneficiaries to the trust

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

18 Are you a partner of a partnership?

No Go to next question

Yes Give details below

Australian Business Number (ABN)

Trading name

Partner's name(s)

Industry type

Do you have a partnership agreement?

No

Yes  Provide details of the agreement.

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

19 Read this before answering the following question.

You must complete question 19 – Accountants details if you answered **Yes** to question 14, 15, 16, 17 or 18.

-  Provide the most current copy of the following documentation:
- balance sheet (statement of financial position)
 - profit and loss (statement of financial performance)
 - depreciation schedule
 - trust deed
 - partnership agreement
 - business bank statements (including loans and credit cards) for the last 6 months.

Alternatively, you may provide us with your accountants contact details below and we will request these documents directly.

You should contact your accountant beforehand to determine if they will charge you a fee. If you need your accountant to provide documents and/or information we will **not** reimburse fees charged by the accountant.

If you cannot provide the documentation requested above due to non lodgement in the last 2 financial years, provide:

- bank statements of all business accounts, loans and/or credit facilities for the past 12 months
- business vehicle details and loan/lease agreements
- cash book
- list of debtors and creditors
- list of regular contracts and contract end dates.

Accountants details

Name of accountant

Name of accountancy firm

Accountants postal address

 Postcode

Accountants phone number (including area code)

Your income details

Income is not restricted to taxable income and includes any money received, earned or derived for personal use or benefit, or any periodic payment by way of gift or allowance.

Salary sacrifice/Salary packaging includes any benefit received as part of earned income but not as a wage or salary (for example, novated lease, use of a car as part of a salary package).

Interest and dividends include any income you receive from cash deposits, shares, managed investments and forestry managed investment schemes.

Foreign income includes any income you receive from outside Australia.

Regular payments include compensation and rehabilitation payments, allowances, or gifts.

Other income includes any other income you receive that is not listed below (for example, personal income derived from self employment, royalties).

 You must provide evidence of your income and accounts, for example, copies of your last 2 payslips and the past 3 months of bank statements for all personal accounts, including loan and credit card accounts.

20 Provide details of your income

Complete the gross income amount (income you earned before tax) **or** the net income amount (income you earned after tax) for each item that applies to you.

Show the total amount per week, fortnight, month or year.

Salary or wage (including allowances)

Gross (before tax)	Net (after tax)
\$ per	\$ per

Overtime

Gross (before tax)	Net (after tax)
\$ per	\$ per

Salary sacrifice/Salary packaging

Gross (before tax)	Net (after tax)
\$ per	\$ per

Commissions

Gross (before tax)	Net (after tax)
\$ per	\$ per

Superannuation payment

(Do not include amounts released as part of the First Home Super Saver Scheme)

Gross (before tax)	Net (after tax)
\$ per	\$ per

Continued

Child/Spousal maintenance received

Gross (before tax)	Net (after tax)
\$ per	\$ per

Rental income

Gross (before tax)	Net (after tax)
\$ per	\$ per

Interest and dividends

Gross (before tax)	Net (after tax)
\$ per	\$ per

Trust distribution

Gross (before tax)	Net (after tax)
\$ per	\$ per

Director's fees

Gross (before tax)	Net (after tax)
\$ per	\$ per

Foreign income

Gross (before tax)	Net (after tax)
\$ per	\$ per

Partnership distribution

Gross (before tax)	Net (after tax)
\$ per	\$ per

Regular payments

Gross (before tax)	Net (after tax)
\$ per	\$ per

Other income

Gross (before tax)	Net (after tax)
\$ per	\$ per

24 In the last 12 months or in the next 12 months, have you received, or do you expect to receive, any **lump sum payments**?

No Go to next question

Yes Give details below

If you expect to receive a lump sum payment that is not specified below, (for example, inheritance, lump sum gifts, windfall), include the amount at **Other lump sum amounts**.

Termination payments

Gross (before tax) Net (after tax)

\$	\$
----	----

Expected payment date (DD MM YYYY)

--	--	--

Redundancy payments

Gross (before tax) Net (after tax)

\$	\$
----	----

Expected payment date (DD MM YYYY)

--	--	--

Capital gains

Gross (before tax) Net (after tax)

\$	\$
----	----

Expected payment date (DD MM YYYY)

--	--	--

Lump sum superannuation payments

(Do not include amounts released as part of the First Home Super Saver Scheme)

Gross (before tax) Net (after tax)

\$	\$
----	----

Expected payment date (DD MM YYYY)

--	--	--

Compensation or rehabilitation payments

Gross (before tax) Net (after tax)

\$	\$
----	----

Expected payment date (DD MM YYYY)

--	--	--

Other lump sum amounts

Gross (before tax) Net (after tax)

\$	\$
----	----

Expected payment date (DD MM YYYY)

--	--	--

Your assets and liabilities

25 Do you own, partly own or have a financial interest in any property assets?

No Go to next question

Yes Give details below

1 Type of property (for example, family home)

--

Address of property

Postcode

Current market value

Amount owed

\$	\$
----	----

Minimum monthly repayment

\$

Joint ownership?

No

Yes Your share %

Is the property mortgaged?

No

Yes Provide the name of the financial institution/bank

--

2 Type of property (for example, rental property)

--

Address of property

Postcode

Current market value

Amount owed

\$	\$
----	----

Minimum monthly repayment

\$

Joint ownership?

No

Yes Your share %

Is the property mortgaged?

No

Yes Provide the name of the financial institution/bank

--

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

26 Do you own, partly own or have a financial interest in any motor vehicles, motorcycles or trailers?

No Go to next question

Yes Give details below

1 Type of asset
(for example, car) Make (for example, Ford)

Model (for example, Focus) Year

Current market value Amount owed

\$ \$

Minimum monthly repayment

\$

Joint ownership?

No

Yes Your share

%

Is there a loan attached to this asset?

No

Yes Provide the name of the financial institution/bank

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

Model (for example, Astra) Year

Current market value Amount owed

\$ \$

Minimum monthly repayment

\$

Joint ownership?

No

Yes Your share

%

Is there a loan attached to this asset?

No

Yes Provide the name of the financial institution/bank

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

27 Do you own, partly own or have a financial interest in any boats or caravans/motor homes?

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

No Go to next question

Yes Give details below

1 Type of asset
(for example, boat) Make (for example, Quintex)

Model (for example, Coastrunner) Year

Current market value Amount owed

\$ \$

Minimum monthly repayment

\$

Joint ownership?

No

Yes Your share

%

Is there a loan attached to this asset?

No

Yes Provide the name of the financial institution/bank

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

Model (for example, Heritage) Year

Current market value Amount owed

\$ \$

Minimum monthly repayment

\$

Joint ownership?

No

Yes Your share

%

Is there a loan attached to this asset?

No

Yes Provide the name of the financial institution/bank

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

28 Do you have any cash assets?

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

No Go to next question

Yes Give details below

1 Type of account (for example, savings account)

Name of bank, building society or credit union

Branch where the account is held

Branch number (BSB)

Account number (this may not be the card number)

Balance

Joint account?

No

Yes Your share

2 Type of account (for example, savings account)

Name of bank, building society or credit union

Branch where the account is held

Branch number (BSB)

Account number (this may not be the card number)

Balance

Joint account?

No

Yes Your share

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

29 Do you own, partly own or have a financial interest in any shares, bonds or other investments?

No Go to next question

Yes Give details below

1 Type of investment

Name of company

Current amount invested

Currency if not AUD

Joint ownership?

No

Yes Your share

2 Type of investment

Name of company

Current amount invested

Currency if not AUD

Joint ownership?

No

Yes Your share

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

30 Do you have a life insurance policy that includes a savings or investment component?

No Go to next question

Yes Give details below

Name of insurance company

Policy number

Surrender value

31 Do you have any superannuation?

No Go to next question

Yes Give details below

1 Name of institution/company

Policy number

Non-preserved amount

\$

2 Name of institution/company

Policy number

Non-preserved amount

\$

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

32 Read this before answering the following question.

The current market value of an item is what you would get if you sold it. It is not the replacement or insured value.

Include:

- all furniture (including soft furnishings such as curtains)
- antiques and works of art
- electrical appliances such as televisions and fridges
- jewellery for personal use and hobby collections (for example, stamps, coins).

Do not include:

- fixtures such as stoves and built-in items.

What is your estimate of the current market value of your household contents and personal effects?

Current market value

\$

Amount owed

\$

Joint ownership?

No

Yes Your share

%

33 In the last 12 months have you given away, sold for less than their market value, or surrendered a right to, any cash, assets, property or income?

Include forgiven loans and shares in private companies.

No Go to next question

Yes Give details below

1 What you gave away or sold for less than its market value (for example, money, car, second home, land, farm)

Date given or sold (DD MM YYYY)

What it was worth

\$

Joint ownership?

No

Yes Your share

%

2 What you gave away or sold for less than its market value (for example, money, car, second home, land, farm)

Date given or sold (DD MM YYYY)

What it was worth

\$

Joint ownership?

No

Yes Your share

%

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

Your expenses

34 What are your current **personal expenses**?

Provide details of all your personal expenses.

Do not include expenses that are related to the operation of a business, company, trust or the superannuation guarantee payments paid by your employer.

If your expenses are shared, only provide the portion of those expenses that are incurred by you, for example, you contribute 50% towards the cost of electricity. The electricity bill averages \$100 per month, so your share will be \$50.

Complete the amount for each item that applies to you.
Show the total amount per week, fortnight, month or year.

Household expenses

Rent \$ per

Repairs \$ per

Gas \$ per

Electricity \$ per

Water \$ per

Phone \$ per

Rates \$ per

Body corporate fees \$ per

Internet \$ per

Cable/TV \$ per

Furniture \$ per

Appliances \$ per

Groceries \$ per

Gardening \$ per

Other \$ per

Medical expenses

Doctor \$ per

Medicines \$ per

Dentist \$ per

Other \$ per

Continued

Education expenses

School fees \$ per

University/TAFE fees \$ per

Tuition \$ per

Books and uniforms \$ per

Camps/excursions \$ per

Other \$ per

Transport expenses

Car registration \$ per

Fuel \$ per

Repairs/maintenance \$ per

Parking \$ per

Public transport \$ per

Other \$ per

Debt repayments

Mortgage (family home)	\$	per
Rental property loan(s)	\$	per
Car lease/loan(s)	\$	per
Investment loan(s)	\$	per
HECS/HELP payments	\$	per
Credit card(s)	\$	per
Personal loan(s)	\$	per
Department store card(s)	\$	per
Overdraft(s)	\$	per
Taxation debt	\$	per
Centrelink debt	\$	per
Other	\$	per

Savings

Superannuation contributions	\$	per
Regular savings	\$	per
Regular investments	\$	per
Other	\$	per

Insurance

Home and contents	\$	per
Car	\$	per
Health	\$	per
Income protection	\$	per
Life	\$	per
Other	\$	per

Continued

Other expenses

Child care	\$	per
Child support payments	\$	per
Gifts	\$	per
Donations	\$	per
Hobbies and sports	\$	per
Subscriptions	\$	per
Newspapers/magazines	\$	per
Movies and DVDs	\$	per
Restaurants/takeaway	\$	per
Alcohol and cigarettes	\$	per
Pet costs	\$	per
Other	\$	per

Personal expenses

Hair and beauty	\$	per
Clothes and shoes	\$	per
Other	\$	per

Privacy notice

35 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacypolicy

Declaration

36 I declare that:

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

I understand that:

- I am legally responsible for the accuracy of the information I provide. In accordance with section 159 and section 159A(1) of the *Child Support (Assessment) Act 1989* the penalty, upon conviction, for:
 - deliberately or recklessly giving false or misleading information, or
 - omitting informationmay include imprisonment for up to 6 months, a fine up to \$550, or both.
- Services Australia can make relevant enquiries to make sure I receive the correct entitlement.
- giving false or misleading information is a serious offence.

Your signature



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

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

Returning this form

Return this form and a copy of all supporting documents:

- **online**, sign in to your Child Support online account or Express Plus Child Support mobile app and upload by selecting Upload documents. Select document type 'Change of assessment form/evidence'.
- 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.