



child support

Confirmation of a person's employment (EF1)

Purpose of this form

Child Support needs the information in this form when an employee/contractor requests, 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. Please call us if you have any questions.

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

In reply please quote:

Filling in this form

- Please use black or blue pen.
- Print in BLOCK LETTERS.
- Mark boxes like this with a ✓ or ✗.
- Where you see a box like this Go to 5 skip to the question number shown. You do not need to answer the questions in between.

Returning your form

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

You can return this form and any supporting documents:

- online – if you are registered with Child Support Business Online Services. To enrol in our online service, please call **131 272**.
- by fax – send us a fax to **1300 309 949**.
- by post – return your documents by sending them to:

Services Australia
Child Support
GPO Box 9815
MELBOURNE VIC 3001

For more information

Go to our website servicesaustralia.gov.au/childsupportbusiness or call us on **131 272**.

Note: Call charges apply – calls from mobile phones may be charged at a higher rate.

Employee/contractor details

1 Employee's/contractor's name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

2 Employee's/contractor's date of birth

3 Employee's/contractor's last known address

Postcode

4 Employee's/contractor's last known phone number

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 ▶ Go to next question

7 Hourly rate

 \$ ▶ Go to 11

8 Date employee/contractor will commence work

/ /

▶ Go to 11

9 Date employment/contract ended

/ /

Former employee's/contractor's bank account details

Name of bank, building society or credit union

Branch where the account is held

Branch number (BSB)

Account number (this may not be their 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

Payroll details

11 Payroll/employee number (if applicable)

Pay frequency (e.g. weekly, fortnightly)

Date of next pay

/ /

This pay covers the period

/ / to / /

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 Child Support Reference Number

- - -

13 Australian Business Number (ABN)

- - -

14 Tax File Number (TFN)

- -

15 Name of employer

16 Trading name of employer (if applicable)

17 Postal address

Postcode

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

19 Contact details

Work phone number ()

Fax number ()

Email

@

20 What is the best time to contact you?

Statement

21 **IMPORTANT INFORMATION**

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/privacy

22 I declare that:

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

I understand that:

- giving false or misleading information is a serious offence.

Authorised representative's full name

Authorised representative's signature



Date

/ /

IMPORTANT: You should retain a copy of this form for your records.