

centrelink

Do not return this worksheet to us.

This worksheet will help you calculate the number of hours worked and paid income to advise for each employer.

You need to record the number of hours worked on each day of your Centrelink reporting period and add these to calculate the total hours worked. This may not match the number of hours shown on your payslip.

You also need to record any gross amounts you are paid during your Centrelink reporting period. This is the amount shown on your payslip before any tax or other deductions are taken out.

This form can be filled in, on screen using Acrobat Reader. For more information on how to complete on screen, click the 'Instructions' button at the top of the form.

| Day | Date | Hours worked |
|--------------------|------|--------------|
| 1 | / / | |
| 2 | / / | |
| 3 | / / | |
| 4 | / / | |
| 5 | / / | |
| 6 | / / | |
| 7 | / / | |
| 8 | / / | |
| 9 | / / | |
| 10 | / / | |
| 11 | / / | |
| 12 | / / | |
| 13 | / / | |
| 14 | / / | |
| Total hours | | |

| Date Paid | Gross amount paid |
|-----------|-------------------|
| / / | \$ |
| / / | \$ |

You **must** advise us of **remunerative** allowances – that is, payment for doing extra or harder duties, for example, fire warden, first aid, danger money, remoteness allowance or luggage allowance. **Include** allowances paid for the same period as your regular wage in the gross amount above.

Do not include allowances you were paid to compensate you for out of pocket expenses, for example, accommodation, travel, fares, car, fuel, tools, phone or laundry allowances.

Employee

You Your partner

Employer's details

Business name

Australian Business Number (ABN)

 - - -

Phone number

Centrelink reporting period

 / / to / /

If you have been paid an amount for a period greater than your reporting period, for example, your employer pays you monthly, you were paid back pay, commission, or an allowance for a period greater than your reporting period, record these amounts below.

We will ask additional questions when you report to help you record your income correctly.

Amounts for periods greater than your reporting period

| Date Paid | Gross amount paid |
|-----------|-------------------|
| / / | \$ |

Period the payment is for

 / / to / /

| Date Paid | Gross amount paid |
|-----------|-------------------|
| / / | \$ |

Period the payment is for

 / / to / /

| Date Paid | Gross amount paid |
|-----------|-------------------|
| / / | \$ |

Period the payment is for

 / / to / /

| Date Paid | Gross amount paid |
|-----------|-------------------|
| / / | \$ |

Period the payment is for

 / / to / /