

child support

When to use this form



Use this form to tell the Australian Government Department of Human Services about any payments or non-cash transactions made directly to the other party or to a third party.

We will contact both parties to confirm this information.

If both parties agree that the payments were made in place of child support, then the amount can be credited against the child support liability.

Some non-agency payments may be credited as child support without the agreement of the person receiving child support. These payments are called Prescribed Non-Agency Payments and once made can be credited up to a maximum of 30 per cent of the current child support liability where the balance of child support is paid on time. Prescribed Non-Agency payments can only be credited if the paying parent has less than regular care of all the children. That is, less than 52 nights care per year.

The types of payments that can be credited in this way are specified in (or prescribed by) regulation in the *Child Support (Registration and Collection) Regulations 1988*. For more information about non-agency payments, go to humanservices.gov.au/cspaymentmethods

Child support payments and Family Tax Benefit Part A are closely linked. Family Tax Benefit payments may be affected when a non-agency payment is credited. For more information about the link between Child Support payments and Family Tax Benefit, go to humanservices.gov.au/csandftba

Online services



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 it to your Child Support online account.

Filling in this form

Step 1 Please use black or blue pen.

Print in BLOCK LETTERS.

Step 2 Sign and date the Declaration on page 4.

Step 3 Return this form. If this form is not signed, is incomplete or missing information, it could result in delays to your assessment, or it may be returned to you.

For more information



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

We can translate documents you need for this assessment for free.

To speak to us in other languages, call **131 450**.

Note: Call charges may apply.



If you have a hearing or speech impairment, you can contact the **TTY service** on Freecall™ **1800 810 586**. A TTY phone is required to use this service.

Your details

1 Your Child Support Reference Number

 - - -

2 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

3 Your gender

Male
Female

4 Your date of birth

 / /

5 Your permanent address

 Postcode

6 Your postal address (if different to above)

 Postcode

7 Your contact details

Home phone number ()

Mobile phone number

Work phone number ()

Email

@

Other party's details

The questions in this section collect the personal details of the other party to the child support case.

8 Other party's name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

9 Other party's date of birth

 / /

10 Other party's address

 Postcode

Payment details

A non-agency payment can be recognised as a payment made in place of child support.

A non-agency payment may be a cash payment or a non-cash transaction such as a transfer of property or provision of a service.

For non-agency payments made to a third party, other than any Prescribed Non-Agency Payment, both parents can agree to the payments being credited at a set percentage of the ongoing liability (e.g. 50 per cent). If parents do not agree, we will credit payments at 100 per cent.

11 Give details of the non-agency payment(s) you have made.

1 Non-agency payment made to

Reason for non-agency payment

Type of non-agency payment (e.g. cash, EFT, transfer of property, provision of service)

Amount/Value

Date paid/provided

Do both parties agree that this payment can be credited as child support?

No

Yes Agreed percentage

 %

Period amount was intended to cover

 to 

If you have a receipt, attach a copy.

2 Non-agency payment made to

Reason for non-agency payment

Type of non-agency payment (e.g. cash, EFT, transfer of property, provision of service)

Amount/Value

Date paid/provided

Do both parties agree that this payment can be credited as child support?

No

Yes Agreed percentage

 %

Period amount was intended to cover

 to 

If you have a receipt, attach a copy.

3 Non-agency payment made to

Reason for non-agency payment

Type of non-agency payment (e.g. cash, EFT, transfer of property, provision of service)

Amount/Value

Date paid/provided

Do both parties agree that this payment can be credited as child support?

No

Yes Agreed percentage

 %

Period amount was intended to cover

 to 

If you have a receipt, attach a copy.

4 Non-agency payment made to

Reason for non-agency payment

Type of non-agency payment (e.g. cash, EFT, transfer of property, provision of service)

Amount/Value

\$

Date paid/provided

Do both parties agree that this payment can be credited as child support?


No

Yes Agreed percentage

%

Period amount was intended to cover

to

 If you have a receipt, attach a copy.

If you have more than four payments attach a separate sheet with details.

Privacy notice

12 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 the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

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

Declaration


13 I declare that:

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

I understand that:

- giving false or misleading information is a serious offence.

Your signature



Date

/ /

Returning your form

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

Send this form and a copy of any supporting documents:

- online** – scan this form and all documents. Go to humanservices.gov.au and search for 'Submit your Child Support documents online'.
- by fax **1300 309 949**
- by post **Department of Human Services
Child Support
GPO Box 9815
MELBOURNE VIC 3001**

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