Use our online services

You do not need to complete this form if you use our online services. Claiming online is faster and easier.

You can access your Centrelink 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 Centrelink online account.

To make a claim online log into your Centrelink online account through myGov, then select ‘Make a Claim’.

When to use this form

Use this form if you wish to claim any of the following payments:

• Parental Leave Pay
• Family Tax Benefit by fortnightly instalments

You cannot use this form to claim for the following payments:

• Child Care Subsidy
• Dad and Partner Pay, or
• Family Tax Benefit annual lump sum

You can claim these payments by logging into your Centrelink online account through myGov or complete the Claim for Dad and Partner Pay form (FA080) or the Claim for an annual lump sum payment of Family Tax Benefit form (FA048).

When to claim

You can claim these payments up to three months before the expected birth date or adoption of your child.

If you lodge your claim for Parental Leave Pay and proof of birth for your newborn child:

• within 28 days of the birth or adoption, you can choose a Paid Parental Leave period start date between the child’s date of birth and 52 weeks after the birth.
• more than 28 days after the birth or adoption, you can choose a Paid Parental Leave period start date between the date you lodge your claim and proof of birth for your newborn child and 52 weeks after the birth.

If you choose a start date more than 34 weeks after the birth or adoption, you will not receive the full 18 weeks of Parental Leave Pay.

The Paid Parental Leave period start date is not the date your first payment is received, it is the start of your entitlement period. When your Parental Leave Pay is assessed, your first payment will include any arrears you may be entitled to.

You must lodge your claim for Parental Leave Pay before you return to work. Generally you cannot be granted Parental Leave Pay if you claim after you have returned to work.

Payment of Family Tax Benefit Part A to eligible families may include the Newborn Supplement for a period of up to 13 weeks, for newborn children, a child(ren) aged under 1 year who has come into your care or a child(ren) of any age who has come into your care as part of an adoption process where Parental Leave Pay has not been paid. Where Newborn Supplement is payable the Newborn Upfront Payment may also be paid as a one off payment.

Please keep these Notes (pages 1 to 28) for your information.
For more information  
Go to humanservices.gov.au/families or call us on 136 150 or visit one of our service centres.
We can translate documents you need for your claim or payments for free.
To speak to us in other languages, call 131 202.

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.

Disclaimer  
Information contained in this form in respect of entitlements may not be current. Rate information may be based on proposed changes to legislation or take into account Consumer Price Indexing. The information should not be relied on as a substitute for specific advice relevant to a person’s particular circumstances.

Please contact the Department of Human Services for full details of any entitlements and services for which you may be eligible, or how any pending changes in legislation, programs or services may affect you. For information on current Family Tax Benefit rates, go to humanservices.gov.au/ftb

Contents

About claiming 2
About the Paid Parental Leave scheme 4
About Family Tax Benefit 9
About Child Care Subsidy 14
Eligibility conditions for family assistance payments 15
Providing an income estimate 16
Payment options—to reduce your risk of an overpayment 23
Return to work 24
Other payments and services 25

About claiming

Registering the birth of your child

If you are the parent of a newborn child, you must register* the child’s birth as required by the Births, Deaths and Marriages Registry in your state or territory. Parents are responsible for registering the birth of their child within 60 days of the child’s birth.

There is no cost for registering the birth of your baby.

You cannot be paid Parental Leave Pay or Newborn Supplement with your Family Tax Benefit Part A, until you have registered or applied to register the birth of your child.

* Birth registration forms are given to parents in hospital. You must complete and forward this form to the relevant Births, Deaths and Marriages Registry in your state or territory.

The requirement to register the birth does not apply where the child was born outside Australia or has been adopted.
## Primary carer

A child’s primary carer is the person who is most meeting the child’s physical needs. This will usually be the mother of a newborn child or the initial primary carer of an adopted child. There can only be one primary carer for a child at one time.

**Note:** You are considered to be the primary carer of your child even if your child is in hospital.

## Known adoptions

Known adoptions are situations where this child has lived with the prospective adoptive parent before the date upon which the process of adoption is commenced and the adoption is more in the nature of formalising the parental relationship. In these cases, it would normally be expected that this child would not be regarded as being placed with the adoptive parents as part of the process of adoption. Known adoptions include step-child adoptions. You may not be eligible for Parental Leave Pay or the Newborn Supplement for known adoptions.

## State based care

If the child has come into your care due to a decision made by the State under a child protection order you may not be eligible for Parental Leave Pay but you may be eligible for Family Tax Benefit.

## Parental Leave Pay – exceptional circumstances

If you have taken on care of a child due to exceptional circumstances, within 12 months of their birth or adoption (e.g. where the child’s parents are incapable of providing care), you may be entitled to Parental Leave Pay.

In certain cases, where only the remainder of the previous primary carer’s Parental Leave Pay is being claimed, exceptions may apply to the work test and income test requirements.

## Parental Leave Pay and Foster Care

Formal foster care is the placement, by the State, of a child away from their parents or guardians into the temporary care of a person or family that are trained and supervised by social services. Informal foster care can include situations where the carer is not necessarily related to this child but is caring for this child full time.

Formal foster carers are not eligible for Parental Leave Pay, however you may be eligible for the Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for a foster child(ren) aged under 1 year who is entrusted to your care for 13 continuous weeks or more.

## Definition of a partner

Under social security and family assistance law, a person is considered to be your partner if you and the person are:

- married, or
- in a registered relationship, or
- in a de facto relationship,

and you and the person are not living separately and apart on a permanent or indefinite basis.

**Note:** Two people not physically living together can still be considered a member of a couple.

If you have been partnered but separated at any time and you reconciled after you commenced receiving a payment from us, you need to tell us the date you reconciled for us to correctly assess any entitlements to payment or services.

For more information, go to [humanservices.gov.au/moc](http://humanservices.gov.au/moc)
About the Paid Parental Leave scheme

What is the Paid Parental Leave scheme?

The Paid Parental Leave scheme provides income tested and work tested payments that enables eligible parents to take time off work to care for a new baby or recently adopted child. Payments provided under this scheme may also be payable when a child is stillborn or dies.

There are two payments under the Paid Parental Leave scheme:

- Parental Leave Pay, which is payable for up to 18 weeks to eligible working parents who are the child’s primary carer (usually the birth mother or the initial primary carer of an adopted child). This form may be used to claim Parental Leave Pay.
- Dad and Partner Pay, which is payable for up to two weeks to eligible working fathers or partners. Eligible fathers or partners must lodge a separate claim for Dad and Partner Pay.

What is Parental Leave Pay?

Parental Leave Pay is a government funded payment paid under the Paid Parental Leave scheme for primary carers (usually birth mothers). Eligible working parents with a newborn or recently adopted child can receive 18 weeks of Parental Leave Pay at the rate of the National Minimum Wage. Full-time, part-time, casual, seasonal, contract and self-employed workers may be eligible.

To receive the full 18 weeks of Parental Leave Pay, you will need to:

- lodge your claim
- provide proof of birth for your newborn child, and
- choose a Paid Parental Leave period start date within 34 weeks from the child’s birth or adoption and at least 18 weeks before you return to work (exceptions may apply).

Your entitlement to Parental Leave Pay will end no later than 52 weeks after the birth or adoption of your child and no Parental Leave Pay can be paid for this child after this time.

The Paid Parental Leave scheme provides you with Parental Leave Pay but does not give you an entitlement to leave. The scheme does not change any of your existing leave entitlements. You can receive Parental Leave Pay before, after or at the same time as employer provided paid or unpaid maternity or parental leave. This also applies to other employer funded leave entitlements, such as annual or long service leave.

Parental Leave Pay, Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A cannot be paid for the same child. Where Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A has been received and Parental Leave Pay is granted at a later date, the Newborn Upfront Payment and Newborn Supplement will be overpaid and will have to be paid back.

Parental Leave Pay will be provided to you by your employer in your usual pay cycle if you:

- have worked for your employer for 12 months or more before the expected date of birth or adoption
- will be their employee for your Paid Parental Leave period
- are an Australian-based employee, and
- expect to receive at least eight weeks of Parental Leave Pay.

If you do not meet these criteria, your employer can still choose to provide Parental Leave Pay to you. You and your employer must agree for this to happen. Your employer will need to register for Centrelink Business Online Services and then opt-in to provide Parental Leave Pay before you lodge your claim.

Parental Leave Pay will be provided to you by us if you are self-employed, have ceased to be employed or you receive an income support payment.

We will withhold PAYG tax at the rate of 15 per cent unless you nominate a different tax rate, before payment commences.
About the Paid Parental Leave scheme

Parental Leave Pay is only paid for one eligible child in each pregnancy or adoption. If eligible, Newborn Upfront Payment and Newborn Supplement can be paid for any subsequent child(ren) born in a multiple birth or entrusted to your care as part of the same adoption process, where Family Tax Benefit Part A has been paid. For example, a mother who gives birth to twins may receive Parental Leave Pay for one child and may receive Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for the second child.

You may still be eligible to receive Family Tax Benefit Part A at the same time as Parental Leave Pay. You (and/or your partner) cannot receive Family Tax Benefit Part B during the Paid Parental Leave period.

To be eligible for Parental Leave Pay, you must:

- be the primary carer for a newborn or recently adopted child. An adopted child must be under 16 years of age when they come into your care
- meet Australian residence requirements (see page Notes—15)
- have met the Paid Parental Leave work test before the birth or adoption occurs (see Paid Parental Leave work test, on page Notes—7)
- have an individual adjusted taxable income of $150,000 or less in the financial year before the date of birth or adoption or date of claim, whichever is the earlier
- be on leave or not working from the time you become the child’s primary carer until the end of your Paid Parental Leave period.

**Note:** You must be eligible on each day from the day you become the primary carer of the child until the end of your Paid Parental Leave period.

A person may still be eligible for Parental Leave Pay in the event of a stillbirth or infant death. Adopted children must be under the age of 16 years at the time they come into your care as part of an adoption process. Payments will continue if this child turns 16 years before or part way through the Paid Parental Leave period, as long as they were under 16 years when they first came into your care.

In this form, you can choose the start date for your Paid Parental Leave period. The Paid Parental Leave period start date is not the date your first payment is received, it is the start of your entitlement period. When your Parental Leave Pay is assessed, your first payment will include any arrears you may be entitled to.

Formal foster carers are not eligible for the Paid Parental Leave scheme but may be eligible for Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A, for a child(ren) aged under 1 year who has been in your care for 13 continuous weeks or more.

The birth mother or the initial primary carer of an adopted child must lodge a claim for Paid Parental Leave, unless there are exceptional circumstances (see Parental Leave Pay – exceptional circumstances, on page Notes—3).

Parental Leave Pay must be paid in one continuous 18 week period. Your period of Parental Leave Pay can start from the day your child is born or adopted, or a later date. If you intend to transfer some or all of the 18 weeks of Parental Leave Pay to another person, both you and the other person must complete a separate claim and be assessed as eligible for Parental Leave Pay. Either you, or the person you are transferring to, will need to remain eligible for each day between the birth of your child and the end of your Paid Parental Leave period.

Parental Leave Pay must be fully paid within 52 weeks from the date of birth or adoption. You may lodge a claim up to 52 weeks after the child’s birth or adoption, but you may not receive the full amount of Parental Leave Pay. If your claim for Parental Leave Pay is rejected, you may be eligible to be paid Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A.

Continued
If you lodge your claim and proof of birth for your newborn child:

- within 28 days of the birth or adoption, you can choose a Paid Parental Leave period start date between the child’s date of birth and 52 weeks after the birth.
- more than 28 days after the birth or adoption, you can choose a Paid Parental Leave period start date between the date you lodge your claim and proof of birth for your newborn child and 52 weeks after the birth.

If you lodge your claim more than 28 days after the birth or adoption, you cannot receive Parental Leave Pay for a period before your claim was lodged. If you choose a start date more than 34 weeks after the birth or adoption, you will not receive the full 18 weeks of Parental Leave Pay.

**Note:** If you have lodged your claim, you can only change your Paid Parental Leave period start date if your Paid Parental Leave period has not already begun and you can only choose a new date on or after the date you request the change.

Parental Leave Pay can be provided by an employer in your usual pay cycle or by us in fortnightly instalments. If you want your Paid Parental Leave period to start on the day your child is born or adopted you will need to provide the proof of birth (such as a *Newborn Child Declaration (FA081)*) or proof that the child has come into your care, along with any other requested documentation within 28 days of becoming the child’s primary carer. If you are not able to lodge the evidence within this required time your Paid Parental Leave period may only start from the date the evidence is provided.

_The Paid Parental Leave period start date is not the date your first payment is received, it is the start of your entitlement period._

_You must submit your Paid Parental Leave claim before returning to work._

You may still claim for Parental Leave Pay after you have returned to work if:

- you are transferring all your Parental Leave Pay to another person
- your newborn child has been unlawfully removed from your care
- your newborn has recently died or was stillborn
- you were required to return to work to comply with a court ordered summons, or
- you returned to work under a compulsory recall to duty (defence force and law enforcement officers).

If your child needs to remain in hospital for a period of time immediately after their birth and you need to return to work, you may be eligible for Parental Leave Pay if:

- you return to work 14 days or more after your child’s date of birth, and
- you stop working on or before the day your child is discharged from hospital.

---

**What is Dad and Partner Pay?**

Dad and Partner Pay is a payment under the Paid Parental Leave scheme to support eligible working fathers and partners (including adopting parents) who are caring for a newborn or recently adopted child.

Dad and Partner Pay is a taxable payment paid at the rate of the National Minimum Wage for a maximum of two weeks.

You cannot use this form to claim Dad and Partner Pay, you can claim online by logging into your Centrelink online account through myGov or by completing the *Claim for Dad and Partner Pay* form (FA080).
About the Paid Parental Leave scheme

Paid Parental Leave work test

To meet the Paid Parental Leave work test you must have:

- worked for at least 295 days (approximately 10 months) of the 392 days (approximately 13 months) before the birth or adoption of your child, and
- worked at least 330 hours in that 295 day (approximately 10 month) period (just over eight hours a week) with no more than an eight week (56 day) gap between two working days.

A working day is a day on which you worked for at least one hour. Paid leave may count towards the work test.

Note: There are some exceptions if you do not meet the work test due to pregnancy related complications, illness and/or premature birth. For more information call us on 136 150.

You do not need to be working full-time to be eligible for Parental Leave Pay. You may meet the work test even if you:

- are a part-time, casual or seasonal worker
- are a contractor or self-employed
- work in a family business (for example a farm)
- have multiple employers, or
- have recently changed jobs.

If you work for a family business (for example a farm) you can include your hours of work, even if the business is not generating any income, providing you are undertaking the work for financial gain.

You can include periods of work if it is done for financial reward or gain, whether in Australia or outside Australia. Periods of paid leave taken before the birth or adoption can be included as work.

The following activities will count as work:

- employment at an Australian Disability Enterprise
- operating a business while receiving assistance under the New Enterprise Incentive Scheme
- farm labour or operating a business while receiving Farm Household Allowance
- jury service
- defence reservist work, and
- workers compensation received during the work test period.

Periods of unpaid leave or voluntary work cannot be included as work.

Work undertaken as part of a scholarship provided by an institution to enable you to conduct research or study to attain a degree is not considered paid work for the Paid Parental Leave work test.

Activities undertaken for Work for the Dole, Drought Force and other income support programs which include a work component will not count as work.

Previous periods of Parental Leave Pay and/or Dad and Partner Pay can be included as work for the work test.

If you are including a previous period of Parental Leave Pay and/or Dad and Partner Pay in the work test, a weekday counts as 7.6 hours.

Parental Leave Pay and parents returning to work

In normal circumstances a parent will not be able to return to work between becoming their child’s primary carer and the end of their Paid Parental Leave period but may ‘Keep in Touch’ with the workplace.

You must lodge your claim for Parental Leave Pay before you return to work. If you intend to return to work before you have received all of your 18 weeks of Parental Leave Pay, you may be able to transfer the unused amount of Parental Leave Pay to your partner. Parental Leave Pay must be paid in one continuous period. Either you or your partner will need to remain eligible for each day between the birth of your child and the end of the Paid Parental Leave period.
‘Keep in Touch’ allows you to remain connected with your workplace without losing your entitlement to Parental Leave Pay. ‘Keeping in Touch’ with your workplace means you can participate in paid work activities at the workplace on 10 separate days from the birth or adoption of your child until the end of your Paid Parental Leave period.

Both you and your employer must agree for this to happen. Paid work activities undertaken under this provision will not be considered a return to work for the purposes of Parental Leave Pay.

Attending work for the purposes of ‘Keeping in Touch’ cannot be within the first 2 weeks after the birth of your child.

If you are self-employed, you will be able to keep an eye on your business without being regarded as having returned to work. You will be able to oversee the business’ operations, and perform the occasional administrative task.

---

### Parental Leave Pay and other family assistance payments

Parental Leave Pay is treated as taxable income and counts as income for family assistance payments, including:

- Family Tax Benefit Part A
- Family Tax Benefit Part B
- Stillborn Baby Payment
- Dad and Partner Pay
- any future Parental Leave Pay, and
- Child Care Subsidy.

Parental Leave Pay will be included in your adjusted taxable income for child support purposes and the Commonwealth Seniors Health Card. Dad and Partner Pay will be included in your adjusted taxable income for the Commonwealth Seniors Health Card. Parental Leave Pay and Dad and Partner Pay are regarded as income for the Low Income Health Care Card.

### Parental Leave Pay and Family Tax Benefit Part B

You (and/or your partner) cannot receive Family Tax Benefit Part B during the Paid Parental Leave period.

If you (and/or your partner) receive Family Tax Benefit Part B and you request your Parental Leave Pay to start from the expected date of birth or adoption of your child, you may ask us to pause your Family Tax Benefit Part B from this date.

Family Tax Benefit Part B may be paid after the end of the Paid Parental Leave period.

### Parental Leave Pay and tax offsets

You (and/or your partner) will not be eligible for the dependent spouse, child housekeeper and housekeeper tax offsets during the 18 week Paid Parental Leave period.

Please refer to ato.gov.au for further information about these tax offsets.

### Effect on other payments

Parental Leave Pay and Dad and Partner Pay is counted as income for income support purposes. We will include this in the income calculation of your income support payment for you. Your income support payment will either be reduced or cancelled while you are receiving Parental Leave Pay or Dad and Partner Pay. If your income support payment is cancelled it will also impact your concession card and Family Tax Benefit Part A rate.

For more information, go to humanservices.gov.au/income
About Family Tax Benefit

What is Family Tax Benefit?

Family Tax Benefit is a payment to help you with the costs of raising your dependent child(ren).

There are two parts to Family Tax Benefit—Part A and Part B.

Family Tax Benefit Part A is worked out on your family’s combined annual income and the ages and number of dependent children in your care. It is paid for eligible children up to the age of 16 years and for young persons aged 16–19 years who are full-time secondary students or have an exemption from this requirement.

* Family Tax Benefit can be paid for a young person up to the end of the calendar year in which they turn 19 years, as long as they are in full-time secondary study.

Family Tax Benefit Part B provides extra assistance to single parents, non-parent carers (including grandparents) and couples with one main income earner.

Family Tax Benefit Part B is subject to an income test and can be paid to:

• couples until the youngest child turns 13 years, or
• single parents and grandparent carers until the youngest child turns 16 years, or until the end of the calendar year the child turns 18 years, if they are in full-time secondary study.

Families have up to 12 months after the end of the financial year for which they are seeking payment to lodge a lump sum claim for Family Tax Benefit. A lump sum claim can be paid after you (and/or your partner) have lodged a tax return (if you are required to lodge a tax return) with the Australian Taxation Office and have your income details confirmed by the Australian Taxation Office. Payment is dependent on you confirming your income for Family Tax Benefit purposes—this means you and your partner (if you have one) need to lodge a tax return with the Australian Taxation Office, or advise us that you (and/or your partner) are not required to lodge a tax return within the required timeframe.

You (and/or your partner) must lodge a tax return(s) and have your income details confirmed by the Australian Taxation Office, or tell us that you are not required to do so within 12 months of the end of the financial year during which you received the payments. If there are special circumstances that prevent you from doing this, you must contact us.

If you are claiming Family Tax Benefit for a child from a previous relationship, you are required to take reasonable action to obtain child support in order to receive more than the base rate of Family Tax Benefit Part A. For more information go to humanservices.gov.au/childsupport

This form does not collect information for Family Tax Benefit for a previous financial year. If you want to be paid Family Tax Benefit you must complete and lodge a Claim for an annual lump sum payment of Family Tax Benefit form (FA048) by the following dates:

• 30 June 2020, for the 2018–2019 financial year
• 30 June 2019, for the 2017–2018 financial year.

Who is eligible for Family Tax Benefit?

To be eligible for Family Tax Benefit you must:

• be a parent, guardian, carer (including foster carer), grandparent or great-grandparent (includes natural, adoptive or step) or an approved care organisation
• provide care to an eligible child (see page Notes—16)
• have legal responsibility for the day-to-day care, welfare and development of the child, and
• meet the Australian residence requirements for family assistance purposes (see page Notes—15).

To be eligible for Family Tax Benefit Part B, a grandparent is:

• a parent of a parent of the child, or
• a parent of a grandparent of the child (great-grandparent).

You are also considered to be a grandparent if you are the former partner of a natural, adoptive or relationship grandparent or great-grandparent.

Continued
About Family Tax Benefit  •  continued

For the purposes of deciding if you are a grandparent:
• a parent is a natural, adoptive, relationship or step parent of a child
• a step-parent is the partner or former partner of a natural, adoptive or relationship parent of a child
• a relationship parent is a person who is legally responsible for a child born through an assisted conception procedure or where a surrogacy court order is in place.

There is no asset test for Family Tax Benefit.

Newborn Upfront Payment and Newborn Supplement
Payment of Family Tax Benefit Part A may include the Newborn Supplement for a period of up to 13 weeks, for newborn children, children aged under 1 year entrusted to your care or children of any age entrusted to your care as part of an adoption process where Parental Leave Pay has not been paid. Where Newborn Supplement is payable, the Newborn Upfront Payment may also be paid as a one-off payment. The rate of Newborn Supplement that a family may be eligible for depends on the number of children in the family. For more information on Newborn Upfront Payment and Newborn Supplement go to humanservices.gov.au/families

Multiple Birth Allowance
Families with at least three children born in a multiple birth may be eligible for Multiple Birth Allowance until the children are 16 years of age, or if at least three of the children are in full-time secondary study, until the end of the calendar year in which they turn 18 years of age. Multiple Birth Allowance is paid for triplets or more for whom you receive Family Tax Benefit Part A.

You do not need to lodge a separate claim for this payment.

Immunisation Details
You need to provide your child’s Medicare number when you claim. We will use the card number to check your child’s immunisation status with the Australian Immunisation Register.

If your child is not enrolled for Medicare and you need to check if they are eligible go to humanservices.gov.au/medicarecard

Evidence of immunisation
You do not need to tell us or provide evidence when your child meets the immunisation requirements as your vaccination provider will provide this information to the Australian Immunisation Register.

If a child in your care is under 14 years of age, you can check what is recorded on the Australian Immunisation Register on your child’s Immunisation history statement. To view the immunisation history statement:
• use our Express Plus Medicare mobile app and select ‘Immunisation’ from the service menu.
• log into your Medicare online account through myGov and select ‘Immunisation history statements’.

If your child is aged over 14 years, they will need to access their own Immunisation history statement through the Express Plus Medicare mobile app or myGov Medicare online account.

We are unable to update your child’s immunisation history using evidence you provide directly to us. If any of the information on your child’s Immunisation history statement is incomplete or incorrect, please contact your vaccination provider (such as your general practitioner). Only your vaccination provider will be able to update your child’s immunisation details on the Australian Immunisation Register.

For more information about the Australian Immunisation Register, go to humanservices.gov.au/air

Continued
About Family Tax Benefit

For both family assistance and child support purposes, the same rules are used to work out your level of care. This means one determination for shared care is used. Shared care is when any of the children for whom you are claiming Family Tax Benefit spend time in the care of someone else, for example weekends or school holidays, with someone other than your current partner (such as their other parent, if you are separated).

If you do not have a parenting plan, written agreement or court order, or your care arrangements differ from those specified in the plan, agreement or order, you will need to provide an agreed percentage of care or an agreed care arrangement for the care period. We will require verification of care arrangements from the other carer.

A care period:
- begins on the day on which the care of a child starts to be shared between two or more people, or the day on which the pattern of care changes, and
- ends when there is a subsequent change in care.

To be paid any Family Tax Benefit, you must have care of the child for at least 35 per cent of the time. If you have care of your child(ren) for more than 65 per cent of the time, you may be entitled to all of the Family Tax Benefit.

### Shared care

For both family assistance and child support purposes, the same rules are used to work out your level of care. This means one determination for shared care is used. Shared care is when any of the children for whom you are claiming Family Tax Benefit spend time in the care of someone else, for example weekends or school holidays, with someone other than your current partner (such as their other parent, if you are separated).

If you do not have a parenting plan, written agreement or court order, or your care arrangements differ from those specified in the plan, agreement or order, you will need to provide an agreed percentage of care or an agreed care arrangement for the care period. We will require verification of care arrangements from the other carer.

A care period:
- begins on the day on which the care of a child starts to be shared between two or more people, or the day on which the pattern of care changes, and
- ends when there is a subsequent change in care.

To be paid any Family Tax Benefit, you must have care of the child for at least 35 per cent of the time. If you have care of your child(ren) for more than 65 per cent of the time, you may be entitled to all of the Family Tax Benefit.

<table>
<thead>
<tr>
<th>Percentage of actual care for the child</th>
<th>Percentage of Family Tax Benefit you may receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% to less than 14%</td>
<td>0%</td>
</tr>
<tr>
<td>14% to less than 35%</td>
<td>0%</td>
</tr>
<tr>
<td>35% to less than 48%</td>
<td>25% plus 2% for each percentage point over 35%</td>
</tr>
<tr>
<td>48% to 52%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 52% to 65%</td>
<td>51% plus 2% for each percentage point over 53%</td>
</tr>
<tr>
<td>More than 65% to 100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

To calculate the percentage of care for the care period, add up the number of nights the child is with you, and convert this to a percentage of the number of nights in the period. For the purpose of Family Tax Benefit a person with overnight care of a child is generally regarded as having had care of the child for that day. Please ask us for the Details of your child’s care arrangements form (FA012) to help calculate your percentage of care.

Continued
If you have care of a child between 14 per cent and less than 35 per cent of the time, you are not entitled to receive Family Tax Benefit payments, but you may be entitled to receive the following:

- Rent Assistance
- a Health Care Card
- access to the lower threshold of the Medicare Safety Net
- additional Remote Area Allowance with your Centrelink payments (e.g. Newstart Allowance)
- Child Care Subsidy.

To be eligible for these benefits you will need to meet the other requirements for that benefit and complete a claim.

If you DO NOT have an agreed percentage of care, or an agreed care arrangement, then we will decide the care percentage to be applied to your Family Tax Benefit, based on the evidence of your care arrangements.

---

**Children from a previous relationship**

If any dependent child, in your care, is from a previous relationship you must apply for a child support assessment within 13 weeks (91 days) of the latest of the following dates:

- the date the child was born
- the date you separated from the child’s other parent
- the date the child came into your care
- the date your percentage of care increased to 35 per cent or above
- such later date that you first became entitled to apply for child support.

To receive more than the base rate of Family Tax Benefit Part A you are required to apply for a child support assessment with us from the other parent of your child if you are not currently partnered to that person.

It is important to remember that regardless of your personal income both parents of the child are responsible for providing support for the care of that child.

The term ‘parent’ refers to a natural or adoptive parent or a person who is legally responsible for a child born through an assisted conception procedure or where a surrogacy court order is in place.

---

**Applying for a child support assessment**

The requirement to apply for a child support assessment also applies to your current partner if they have a child from a previous relationship in their care.

For more information go to [humanservices.gov.au/childsupport](http://humanservices.gov.au/childsupport)

---

**Exemptions from seeking a child support assessment**

If you find it difficult or are unable to apply for a child support assessment, you should discuss your situation with us. In some cases exemptions need to be assessed by a Social Worker.

If you have not already, you will need to provide your child’s birth certificate. You can call us on 136 150 between 8.00 am and 5.00 pm (local time) Monday to Friday to discuss your situation and if required, you will be referred to a social worker.

If you are affected by family and domestic violence call us on 132 850 between 8.00 am and 5.00 pm (local time) Monday to Friday and ask to speak to a departmental social worker or for more information go to [humanservices.gov.au/domesticviolence](http://humanservices.gov.au/domesticviolence)
# About Family Tax Benefit

## Child support you receive

Child support includes money collected on your behalf by us in respect of the child and/or any money you collect yourself.

Child support and/or spousal maintenance for yourself from a former partner can include cash, capitalised maintenance/lump sum payment(s) and non-cash amounts. Non-cash child support may include payment(s) made to another person or organisation on your behalf, such as loan repayments (including mortgage), rates, insurance, household expenses, child care fees, school fees or other expenses/purchases. Non-cash amounts must be reported as a dollar value.

If the amount of child support you receive unexpectedly changes and you collect more or less than your entitlement or you receive arrears owing to you, you should contact us to discuss how this will affect your family assistance payments.

If we are collecting your child support and you privately collect an additional amount you should contact us immediately to make sure this is taken into account for your family assistance payments.

## Discharging Child Support from the responsibility for collecting arrears

When you change from Child Support Collect to Private Collect, you may have outstanding amounts owed to you from the Child Support Collect period. You may choose to have us collect this amount for you, or you may elect to discharge us from the responsibility for collecting some or all of the amount. By doing this, you are taking responsibility for collecting these amounts yourself.

From 1 July 2012, the discharged amount will need be taken into account in addition to your ongoing child support assessment amount for your Family Tax Benefit Part A, from the date it was discharged until the end of the financial year.

You must tell us if, at any time, you discharge any outstanding amounts owed to you from a previous Child Support Collect period.

If you have been unsuccessful in collecting these amounts, it would be in your best interests to seek legal advice to obtain the arrears.

## Maintenance Income Credit

In calculating your Family Tax Benefit entitlement, you are able to receive a certain amount of child support before your Family Tax Benefit is affected. This is known as the Maintenance Income Free Area.

The Maintenance Income Credit allows families to access any unused Maintenance Income Free Areas from previous financial years to offset any large or late child support payment(s). The Maintenance Income Credit reduces the possibility of a Family Tax Benefit overpayment caused by large or late child support payments. If you do not use all of your Maintenance Income Credit within a financial year you may be able to use it for another financial year. The Maintenance Income Credit is automatically calculated and is applied at the end of each financial year.

The Maintenance Income Credit is available for Child Support Collect cases only.

## Capitalised maintenance

Capitalised maintenance is maintenance that is not a regular or periodic payment and is worth more than $1,500. It may be provided as a lump sum payment (i.e. a cash amount), and/or a property settlement (i.e. your home, a car, a business, etc).

**Do not include** amounts for yourself or child(ren) if you have already notified us.

**Do not include** amounts that have been received under a child support agreement, court registered agreement or any other form of written agreement for child support if the agreement has already been accepted by us.
About Child Care Subsidy

What is Child Care Subsidy?

Child Care Subsidy is a payment to help families with the cost of approved child care. Child Care Subsidy replaced Child Care Benefit and Child Care Rebate from 2 July 2018. Child Care Subsidy is paid directly to approved child care services to reduce the fees that families pay.

Child care providers need to be approved as a Child Care Subsidy service by the Department of Education and Training. Child Care Subsidy approved services include:

- centre based day care such as long day care and occasional care
- family day care, and
- outside school hours care such as before school care, after school care and vacation care.

Your child must attend an approved child care service for you to claim Child Care Subsidy. To find an approved child care service in your area call the Child Care Access Hotline on 1800 670 305 (TTY 1800 639 327).

To receive Child Care Subsidy, your child must meet immunisation requirements.

For more information about Child Care Subsidy, go to humanservices.gov.au/childcaresubsidy

You cannot use this form to claim Child Care Subsidy, you can claim Child Care Subsidy online by logging into your Centrelink online account through myGov.

Changes to lump sum payments for child care

Child Care Subsidy cannot be claimed as a lump sum. The 2017–2018 financial year will be the last year you will be able to claim Child Care Benefit and Child Care Rebate as a lump sum payment. You have until 30 June 2019 to lodge your claim for the 2017–2018 financial year.

For more information, go to humanservices.gov.au/childcaresubsidy

Who is eligible for Child Care Subsidy?

You may be eligible for Child Care Subsidy if you or your partner:

- care for your child for at least 2 nights per fortnight, or have 14 per cent care
- are liable for fees for care provided at an approved child care service
- meet the Australian residence requirements (see page Notes—15), and
- generally are not temporarily outside Australia for longer than 6 weeks

Your child must also:

- be 13 years of age or under, and is not attending secondary school
- meet the immunisation requirements, and
- be an Australian resident or New Zealand citizen living in Australia or live with the person claiming family assistance.

Note: If you (or your partner/ex-partner) are the grandparent or great grandparent of the child you are claiming Child Care Subsidy for, you may be eligible for Additional Child Care Subsidy. For more information about Additional Child Care Subsidy, go to humanservices.gov.au/childdcaredsubsidy

* To be eligible for Child Care Subsidy a child must be 13 years of age or under and not attending secondary school. However, you may still be eligible if your child is:
  - 13 years of age or under attending secondary school, or
  - 13 years of age or under with a disability attending secondary school, or
  - 14 to 18 years of age with a disability attending secondary school.

In these circumstances, you must provide evidence as to why your child cannot be left unsupervised, and confirm an adult is unable to care for the child.

Notes—14 of 28
Eligibility conditions for family assistance payments

**Australian residence requirements**

To be eligible for Parental Leave Pay and Family Tax Benefit you must satisfy residence requirements. You must be living in Australia and:

- be an Australian citizen, or
- hold a permanent visa, or
- have arrived on a New Zealand passport, or
- hold a certain temporary visa type, for example a Partner Provisional or Temporary Protection visa.

**Note:** You cannot be paid Parental Leave Pay if your child is born (or comes into your primary care) before you meet the above residence requirements.

Newly arrived residents will generally have a waiting period (some exemptions apply) of:

- 1 year for Family Tax Benefit Part A.
- 2 years for Parental Leave Pay and Dad and Partner Pay.

**Note:** If your child is born or enters your care before 1 July 2019, you are not subject to a waiting period for Parental Leave Pay or Dad and Partner Pay.

There is no waiting period for Family Tax Benefit Part B.

You can find more information on how long you may need to wait and other reasons you may be exempt by going to [humanservices.gov.au/newresidentswaiting](http://humanservices.gov.au/newresidentswaiting)

To be eligible for Parental Leave Pay, you must meet all eligibility requirements for each day between the birth of your child and the end of your Paid Parental Leave period, even if you do not choose to have your Parental Leave Pay start from the date of birth of your child.

This means, if you have become an Australian resident since your baby was born, you will not have met the residence requirements from the date of birth of your child.

In deciding whether you are living in Australia, we may need to look at the nature of your accommodation, the nature and extent of family relationships in Australia, the nature and extent of employment, business or financial ties with Australia, the frequency and duration of travel outside Australia and any other relevant matters.

To be eligible for Child Care Subsidy you (or your partner) must meet the above Australian residence requirements. Alternatively you may meet the residence requirements for Child Care Subsidy if you (or your partner) are a student from outside Australia sponsored by the Australian Government to undertake a course of study in Australia, or you are suffering temporary hardship or special circumstances exist.

**Payments while outside Australia**

You may be able to claim a family assistance payment during a temporary absence from Australia if you have been absent for less than 6 weeks, however, you may be able to claim Parental Leave Pay during a temporary absence from Australia if you have been absent for less than 56 weeks.

Any overseas absence from Australia may affect your eligibility for Parental Leave Pay and family assistance payments. For example, temporary visa holders may not be eligible for these payments during any absence from Australia. When Parental Leave Pay is stopped it generally cannot be resumed on return to Australia. For more information about the conditions for payment outside Australia go to [humanservices.gov.au/paymentsoverseas](http://humanservices.gov.au/paymentsoverseas)
Eligibility conditions for family assistance payments  •  continued

Eligible child

An eligible child for the purposes of Family Tax Benefit must:
• be aged 0–15 years, or
• be a young person aged 16–19* years who is in full-time secondary study leading towards a Year 12 or equivalent qualification or who is exempt from this requirement
• be in your care for at least 35 per cent of the time and you must be responsible (whether alone or jointly with someone else) for their day-to-day care, welfare and development
• be an Australian resident or New Zealand citizen living in Australia or live with the person claiming family assistance
• not be your partner
• generally not be temporarily outside Australia for longer than six weeks
• not be receiving a Centrelink payment, such as Youth Allowance, or a Commonwealth Education Supplement.

You must advise us as soon as possible if your child is not in your care for an extended period of time.

* Note: Family Tax Benefit can be paid for a young person up to the end of the calendar year in which they turn 19 years of age, as long as they are in full-time secondary study.

Providing an income estimate

Why your income details are important

• If your Family Tax Benefit is paid fortnightly, we use your (and/or your partner’s) estimate of your annual family income for the current financial year to work out your fortnightly rate.
• The rate of Child Care Subsidy you can get is based on your (and your partner’s) family income estimate, your level of work, training and study, and the type of child care service you use.
• Your income for Parental Leave Pay will be based on your actual adjusted taxable income in the financial year before the date of this claim or the date of actual birth or adoption of the child, whichever is earlier. The Paid Parental Leave income test is based on your individual income, not family income (it does not include your partner’s (if you have one) income). For example, if you are lodging a pre-birth claim for Parental Leave Pay during the 2018–2019 financial year, we need to know your income for the 2017–2018 financial year.

Where you are asked to estimate your income it is important to do it as accurately as possible to reduce the risk of being overpaid. For every $1,000 your actual annual family income is higher than your estimate, you may have an overpayment of Family Tax Benefit of up to $500.

All overpayments need to be paid back. Any money you owe may be recovered from your tax refund and/or future family assistance payments, including arrears, lump sum, top up and end of year supplement payments even if you have a current payment arrangement in place with us.

If you overestimate your annual family income for family assistance

If you overestimate your annual family income and are underpaid during the year, your Family Tax Benefit and/or your Child Care Subsidy will be topped up to your actual entitlement after the end of the financial year. To receive the top up, you (and/or your partner) must lodge a tax return and have your income details confirmed by the Australian Taxation Office, or tell us that you are not required to lodge, within 12 months of the end of the financial year during which you received the payments.

Family Tax Benefit including top-up payments and end of year supplement payments may be used to repay any money you owe and offset a tax debt, if you have one.
If you underestimate your annual family income for family assistance
If your annual family income is more than you estimated and you have been paid too much, you will have to pay back any Family Tax Benefit and/or Child Care Subsidy you should not have been paid. See Payment options—to reduce your risk of an overpayment, on page Notes—23 for information on options to reduce the risk of an overpayment.

Lodging tax returns for family assistance
You (and your partner) must lodge an income tax return and have your income details confirmed by the Australian Taxation Office, or tell us that you are not required to do so within the required timeframe. The Australian Taxation Office can tell you whether you are required to lodge an income tax return. If you do not do either of these things, any Family Tax Benefit you have received will become a non-lodger debt and will have to be paid back.

If you are not required to lodge a tax return, we may still confirm your income with the Australian Taxation Office. We may use information from a number of sources including payment summaries lodged by your employers and declarations from financial institutions about interest earned or dividends received.

Your family assistance payments will be balanced after the end of the financial year
A checking process occurs after the end of the financial year. The amount of Family Tax Benefit and/or Child Care Subsidy you received through the year will be checked against the amount you should have received, based on your actual annual family income. This is done after you (and/or your partner) have lodged a tax return and had your income details confirmed by the Australian Taxation Office.

Family Tax Benefit Part A and Part B supplement payments are available at the end of the financial year once your payments have been balanced. To receive the Family Tax Benefit Part A supplement, a combined adjusted taxable income limit of $80,000 or less applies. Payment of the supplements is dependent on tax returns being lodged within the required timeframe and having your income details confirmed by the Australian Taxation Office, or advising us that you (and/or your partner) are not required to lodge a tax return.

Important information
You cannot receive Family Tax Benefit payments on a fortnightly basis if you (and/or your partner) have not been entitled to Family Tax Benefit for two consecutive financial years. This occurs when your (and/or your partner’s) actual adjusted taxable income is over the income limits.

If you (and/or your partner) are no longer entitled to receive Family Tax Benefit payments fortnightly, you (and/or your partner) may also lose access to additional supplements or services, including but not limited to Rent Assistance, a Health Care Card or the lower threshold of the Medicare Safety Net.

If you (and/or your partner) are no longer entitled to receive Family Tax Benefit Part A and Part B payments fortnightly, your Family Tax Benefit will be cancelled.

If your (and/or your partner’s) actual adjusted taxable income reflects that you are eligible for Family Tax Benefit, a lump sum claim can be lodged after the end of the financial year. You should contact us if your circumstances change to see if you are able to regain access to fortnightly payments of Family Tax Benefit.

What happens if I do not lodge my tax return or notify the department that I am not required to lodge my tax return within the required timeframe?
You will no longer receive your Family Tax Benefit on a fortnightly basis if you (and/or your current partner) do not:
• lodge your income tax returns and as a result, a debt is raised or
• tell us you (and/or your current partner) are not required to lodge your income tax returns within the required time frame.

Continued
This may also apply where you (and/or your current partner) have outstanding debts from previous financial years you received Family Tax Benefit and did not lodge an income tax return, or tell us you were not required to lodge.

Should you (and/or your current partner) receive further non-lodger debts as a result of not lodging your income tax returns, your family assistance payments may be cancelled and neither you nor your current partner will be eligible to be paid until the debts are resolved or the outstanding income tax returns are lodged and income details confirmed by the Australian Taxation Office.

### What is adjusted taxable income?

Please read this information before completing questions 62 and 63, and 189 and 190.

**Adjusted taxable income** consists of:

- taxable income
- exempt reportable fringe benefits
- reportable fringe benefits
- reportable superannuation contributions
- total net investment losses
- tax free pensions or benefits
- foreign income
- tax exempt foreign income
- LESS child support you have paid.

**Taxable income**

Taxable income = gross income less allowable deductions.

Taxable income is the amount remaining after you take away all your allowable deductions from your assessable or gross income. Even if you do not expect to or are not required to lodge a tax return for the 2018–2019 financial year, any income you earn in the financial year is still considered taxable income and you should include it in your estimate.

<table>
<thead>
<tr>
<th>Your gross income may include the following:</th>
<th>allowable deductions which should be taken away from your gross income include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• money from employment</td>
<td>• deductions for work-related expenses</td>
</tr>
<tr>
<td>• Partnership—means that income from the partnership which is declared to the Australian Taxation Office as partnership income. If you and your partner jointly own a rental property, this is not regarded as being a partnership unless the income from the property is reported to the Australian Taxation Office as partnership income. Each co-owner’s share of the income and expenses stated in their individual tax returns must be provided to us when claiming family assistance and updating income estimates.</td>
<td>• expenses incurred for business purposes</td>
</tr>
<tr>
<td>• Parental Leave Pay</td>
<td>• gifts and donations to eligible charities and organisations</td>
</tr>
<tr>
<td>• Dad and Partner Pay</td>
<td>• partnership* and trust distributions</td>
</tr>
<tr>
<td>• Disaster Recovery Allowance</td>
<td>• many income support payments such as pensions and benefits**</td>
</tr>
<tr>
<td>• business income</td>
<td>• eligible termination payments</td>
</tr>
<tr>
<td>• rental income</td>
<td>• income from banks, credit unions, building societies</td>
</tr>
<tr>
<td>• interest</td>
<td>• overtime, bonuses, pay rises and maternity payments</td>
</tr>
<tr>
<td>• dividends</td>
<td></td>
</tr>
</tbody>
</table>

** Superannuation withdrawals under the First Home Super Saver Scheme are not counted as taxable income for family assistance and child support payments.

---

Notes—18 of 28
Providing an income estimate  •  continued

Parental Leave Pay and Dad and Partner Pay are not income support payments, and any Parental Leave Pay or Dad and Partner Pay you receive must be included in your estimate of taxable income for family assistance purposes.

Parental Leave Pay and Dad and Partner Pay is counted as income for calculating the rate of income support payments. We will include this in the income calculation of your income support payment for you.

ABSTUDY is not an income support payment, however some components, such as Living Allowance, are taxable and should be included in your estimate of taxable income for family assistance purposes. For more information, go to humanservices.gov.au/abstudy

†An income support payment is any of the following

Australian Government pensions or benefits:

- Age Pension
- Austudy
- Bereavement Allowance
- Carer Payment
- Disability Support Pension
- Disability Support Pension (Blind)
- Department of Veterans’ Affairs Service Pension, Income Support Supplement, Veteran Payment or Defence Force Income Support Allowance
- Farm Household Allowance
- Newstart Allowance
- Parenting Payment
- Partner Allowance
- Sickness Allowance
- Special Benefit
- Special Needs Pension
- Widow Allowance
- Widow B Pension
- Wife Pension
- Youth Allowance

If a tax return is lodged, your taxable income is the income shown on the assessment notice from the Australian Taxation Office for you (and/or your partner). Last year’s assessment notice amount may help you estimate your taxable income for the current year.

Note: If you (and/or your partner) are receiving an income support payment such as Parenting Payment or Newstart Allowance, you also need to report your income details to make sure your income support payments are correct.

Reportable fringe benefits

Reportable fringe benefits are provided by your employer and are counted as part of your income. Reportable fringe benefits are non-cash benefits you receive (or assign to someone else) from your employment. The value of any reportable fringe benefits will be recorded on your payment summary for the financial year ending 30 June 2019 and will relate to fringe benefits received between 1 April 2018 and 31 March 2019. You can ask your employer to tell you the amount that is expected to be shown on your payment summary.

For more information, go to humanservices.gov.au/familyincomeestimate

Examples of reportable fringe benefits provided by employers

- helping you pay your rent or home loan
- providing a home phone
- providing a car
- paying your child(ren)’s school fees
- paying your health insurance premiums
- paying your child care expenses

An employer’s contribution to a complying superannuation fund is not a fringe benefit.

Exempt reportable fringe benefits

Exempt reportable fringe benefits are any reportable fringe benefits received from a not for profit organisation which is eligible for a fringe benefits tax exemption under section 57A of the Fringe Benefits Tax Assessment Act 1986. You should check with your employer’s payroll area if you are not sure if you receive exempt reportable fringe benefits.

Continued
All other reportable fringe benefits
Any reportable fringe benefits received from all other employers that are not eligible for a fringe benefits tax exemption.

Reportable superannuation contributions
Any reportable superannuation contributions are included as income and used to work out your family assistance. Reportable superannuation contributions include:

- discretionary contributions. Examples of these include: voluntary salary sacrificed contributions, made by you or on your behalf by your employer. These are above those required by law such as an industrial award or the superannuation guarantee, and
- total superannuation contributions made by you as a self-employed person, for which you can claim a tax deduction.

Reportable superannuation contributions do not include compulsory employer contributions. If you have reportable superannuation contributions, you need to make sure this income is declared to us as part of your family income estimate.

If you do not know if this applies to you, contact your employer, financial adviser or the Australian Taxation Office.

Total net investment losses
The value of any net investment losses is added back to your estimated annual income. If you expect to make a loss from rental property income, investment income or both, you need to give details of the total amount of losses. Record losses from investment earnings, not capital losses.

For example:
Tony expects to make a net loss of $3,000 on his rental property, but expects to have net income of $1,000 from his investments. The total net investment loss he must record is $3,000. Annette expects to make a loss from rental property income of $4,500 and a loss from investment income of $1,200. The total net investment loss she must record is $5,700.

Note: As there are two different investment types, Tony cannot use the net income from the financial investment to reduce the rental property loss for family assistance purposes.

How do I work out my total net investment loss?
If you expect to make a loss from rental property income, investment income or both, you need to give us the details of the total amount of losses. It is important you only record losses from investment earnings, not capital losses.

Note: A capital loss is the difference between the purchase price and sale price, where an asset is sold for less than it was purchased for. Investment earnings include taxable and tax exempt interest, dividends and rental income.

If you do not know if this applies to you, contact your accountant, financial adviser or the Australian Taxation Office.

Tax free pensions or benefits
Income from tax free pensions and benefits that you (and/or your partner) receive through the Department of Human Services or the Department of Veterans' Affairs must be included in your estimate of annual income for family assistance purposes. Add the amounts of any of the following payments you receive through:
Providing an income estimate

Department of Human Services
- Disability Support Pension paid to a person who is not old enough to receive the Age Pension
- Carer Payment where both the carer and the person being cared for are not old enough to receive the Age Pension
- Wife Pension paid where both the recipient and the spouse (if applicable) are not old enough to receive the Age Pension.

Department of Veterans' Affairs
- Invalidity Service Pension where the recipient is not old enough to receive the Age Pension
- Disability Pension, War Widow’s and War Widower’s Pensions
- Special Rate Disability Pension
- Partner Service Pension where both the carer, and the veteran being cared for, are under age pension age and the veteran has died and received an Invalidity Service Pension at the time of death
- Defence Force Income Support Allowance, if it is tax free
- Income Support Supplement, if it is tax free.

Tax free pensions or benefits do not include Family Tax Benefit, Bereavement Payment, Pharmaceutical Allowance, Rent Assistance, Remote Area Allowance, Carer Allowance or Language, Literacy and Numeracy Supplement.

Foreign income
Any income earned, derived or received from sources outside Australia that you (and/or your partner) receive for which you do not have to pay Australian tax is counted as foreign income. Foreign income is included in your estimate of annual income for family assistance purposes.

Newly arrived residents should include foreign income earned in the 2018–2019 financial year before arriving in Australia when estimating their income for the 2018–2019 financial year. You should use the exchange rate applicable to convert foreign income amounts into Australian dollars. For more information on foreign income and exchange rates, go to humanservices.gov.au/familyoverseasincome

Tax exempt foreign income
Tax exempt foreign income is any income for qualifying service on a particular approved project (under section 23AF of the Income Tax Assessment Act 1936) and/or foreign service (under section 23AG of the Income Tax Assessment Act 1936) for a continuous period of 91 days or more. If you (and/or your partner) receive this type of income, it will be recorded on your (and/or your partner’s) payment summary. If you (and/or your partner) expect to pay Australian tax on any foreign income, include this amount in your (and/or your partner’s) taxable income component.

Child support you PAY
Child support includes:
- private child support—any amount you (and/or your partner) pay directly to another person (either as a result of a court order or a private agreement)
- any child support you (and/or your partner) pay through us
- non-cash child support—for example school fees, rent/mortgage payment
- other amounts—which are not part of a property settlement.

You (and/or your partner) should keep proof of the child support you (and/or your partner) pay as you (and/or your partner) may be asked to show evidence of your (and/or your partner’s) claim.

The full amount you (and/or your partner) pay for child support is subtracted from your (and/or your partner’s) estimate of annual income.

Continued
Providing an income estimate • continued

Your income for Parental Leave Pay will be for the financial year before the date of this claim or the date of actual birth or adoption of the child, whichever is earlier. For example, if you are lodging a pre-birth claim for Parental Leave Pay during the 2018–2019 financial year, we need to know the amount of child support you pay as part of your 2017–2018 financial year income. Any child support you pay must be for your own child support assessment (not your partner’s), in the financial year.

When you may need to give us a new estimate of your annual family income

A new annual estimate for family assistance is required when circumstances change, such as returning to work, commencing a relationship with a new partner, every time your (and/or your partner’s) income changes, a new financial year and if you (and/or your partner) stop receiving a government pension or benefit.

If you receive Family Tax Benefit or Child Care Subsidy, you can update your family income by:

- sign in to our Express Plus Centrelink mobile app and selecting ‘Income Estimate’ from the menu. If you do not have the app, you can download it to your smart device from the App Store or Google Play.*
- logging into your Centrelink online account through myGov. Then select ‘Update Family Income Estimate’ from the family assistance menu. If you do not have a myGov account, you will need to create one first by going to my.gov.au and then link it to your Centrelink online account.
- our service centres have computers available for you to use if you do not have access at home.
- calling us on 136 150 (call charges may apply) say ‘Update my estimate’ and follow the prompts. You will need to enter your Centrelink Reference Number (CRN) when you call.

* You can download the Express Plus Centrelink mobile app from the App Store and Google Play™. App store is a service mark of Apple Inc., registered in the U.S. and other countries. Google Play is a trademark of Google Inc.

Tips to help you (and/or your partner)

1. Get to a reasonable starting point for your income estimate.
   Start with what you are earning this financial year.

2. Think about things that may change.
   Will there be any changes that will affect your work or pay?
   Will you have additional income from:
   - working overtime
   - changing casual work, shift work or contract work
   - pay rises
   - lump sum payment(s)
   - receiving a redundancy payout
   - child support
   - Parental Leave Pay and/or Dad and Partner Pay
   - changing jobs
   - returning to work
   - work bonuses
   - business or self-employment
   - other income, for example, capital gains or commissions.
   Will your annual family income for this financial year increase, decrease or stay the same?

3. Keep your estimate up-to-date.
   You can notify a change in your annual family income estimate:
   - by logging into your Centrelink online account through myGov
   - by using the Express Plus Centrelink mobile app
   - by using telephone self service on 136 240
   - by calling 136 150 between 8.00 am and 8.00 pm (local time) Monday to Friday
   - by visiting one of our service centres.
### Your payment options

Family Tax Benefit recipients may have their ongoing payments adjusted automatically to avoid or reduce a projected Family Tax Benefit overpayment. This will apply to all Family Tax Benefit recipients who receive their payment in fortnightly instalments.

There are several other options available to you to reduce the risk of an overpayment of Family Tax Benefit after the end of the financial year.

You can change your payment option at any time. Your new payment option will only apply to the remaining part of the year. However, you cannot change the way you have already received your Family Tax Benefit entitlement. The only exception to this is if you can prove financial hardship.

**Note:** For more information on Family Tax Benefit payment choices and how your payment choice affects other payments, go to [humanservices.gov.au/ftb](http://humanservices.gov.au/ftb)

### Your payment choice for Family Tax Benefit Part A

There are 3 different ways you can receive Family Tax Benefit Part A.

**Option 1—ALL of your Family Tax Benefit Part A paid fortnightly**

If you are confident about estimating your income accurately, you may like to take all of your Family Tax Benefit Part A as a fortnightly payment. This form does not collect information for Family Tax Benefit for a previous financial year. If you want to be paid Family Tax Benefit for a previous financial year, or as a lump sum payment, see option 3 below.

**Option 2—BASE RATE of Family Tax Benefit Part A paid fortnightly**

If you are not confident about estimating your income accurately, you may like to take the base rate of your Family Tax Benefit Part A fortnightly and receive the balance of any entitlement after the end of the financial year. You (and/or your partner) must lodge an income tax return, or tell us that you are not required to lodge, before you can be paid the balance.

**Option 3—receive ALL Family Tax Benefit Part A as an annual payment**

If your income is extremely variable, or you are not confident that you can estimate your income accurately, Option 3 may be best for you. You may also like to take this option if your annual family income is relatively high and you do not mind the idea of receiving a lump sum payment after the end of the financial year rather than fortnightly payments.

### Zero rate of Family Tax Benefit

Receiving a zero rate means you have already lodged a claim for Family Tax Benefit and have received a letter advising that you are eligible for Family Tax Benefit, but:

- you have chosen to receive all of your payment at the end of the financial year after your tax return(s) have been lodged and your actual adjusted taxable income has been received from the Australian Taxation Office, or
- your fortnightly payments have stopped because you or your partner have not lodged your tax return(s) for a previous year.

You are not receiving a zero rate if you lodge a claim for Family Tax Benefit as an annual lump sum each financial year, or if your Family Tax Benefit has been cancelled for any reason.

### Rent Assistance

If you have chosen Option 2 or Option 3 above and you receive Rent Assistance paid with your Family Tax Benefit, you can choose to continue to receive your Rent Assistance as a fortnightly payment.

If you have not previously provided proof of the rent you pay, you may be asked to provide this.
Payment options—to reduce your risk of an overpayment  •  continued

Your payment choice for Family Tax Benefit Part B

There are 2 choices about how you can receive Family Tax Benefit Part B.

Option 1—ALL of your Family Tax Benefit Part B as a fortnightly payment

You may like to take Option 1 and receive all of your Family Tax Benefit Part B as a fortnightly payment if you are a single parent, or you are a stay at home parent with a partner who works full-time especially if you do not expect to earn an income at any stage this financial year.

Option 2—receive ALL Family Tax Benefit Part B as an annual payment

Taking all of your Family Tax Benefit Part B annually is a good choice for couple families who have one member of the couple out of the work force temporarily to care for the child(ren). Since Family Tax Benefit Part B is based on the income of the lower income earner, it is also a good choice if the lower income earner is not confident about estimating their income accurately.

Return to work

Family Tax Benefit Part B and returning to work

If you (or your partner):
• are the lower income earner in a couple, and
• commence or return to work for the FIRST time after the birth of a child or caring for a child who has come into your care,

you may be entitled to the maximum rate of Family Tax Benefit Part B for the period during the financial year before you commenced or returned to work and in which you were not in receipt of Parental Leave Pay. Family Tax Benefit Part B is not payable to families if the higher earner’s income is more than $100,000 for the financial year or for any period in which the family was in receipt of Parental Leave Pay.

If you receive Family Tax Benefit payments fortnightly and want to apply for this extra assistance you need to tell us that you have commenced or returned to work as soon as this occurs. You must tell us that you have commenced or returned to work before 30 June of the following financial year to receive the assistance.

If you claim Family Tax Benefit as a lump sum after the end of the financial year, you need to tell us your return to work details on the lump sum claim for the financial year in which your return to work occurred. For example, if you return to work on 1 September 2018, you should be claiming your return to work on a 2018–2019 lump sum claim form.

You have 12 months from the end of the financial year in which you commenced or returned to work to lodge the claim.

Return to work definition for Family Tax Benefit Part B

Work is defined as any work for financial gain or reward that involves a ‘substantial degree of exertion’. This means you have been actively involved as an employee or in self-employment.

You are considered to have commenced or returned to work if you work for an average of at least 10 hours per week over 4 consecutive weeks. The return to work date is the FIRST day that you work an average of at least 10 hours per week.

You may be eligible for the extra assistance for the period in the financial year before commencing or returning to work during which you were not working and not receiving other employment related income.

Continued
Eligible child

For the purpose of the return to work assistance, an eligible child is generally the most recent child to come into your care. The extra assistance for parents who commence or return to work is available mainly where one parent of a couple has taken a break from work to care for a child, including newborns but also child(ren) who have recently come into care.

Other employment related income

This form will ask you about other types of work related income that you may have received after stopping paid work. This includes:

- paid leave (such as paid maternity leave, long service leave, recreation leave, sick leave)
- Parental Leave Pay
- Dad and Partner Pay
- a payment of compensation or a payment of insurance in respect to an inability to earn, derive or receive income from paid work during the period
- income that is derived from previous self-employment, such as from an interest or investment connected with your previous self-employment.

Lower income earner

The lower income earner is generally the member of the couple with the lowest actual adjusted taxable income after the end of the financial year. Also, for the purpose of this extra assistance, the lower income earner can be considered to be the member of the couple who had the lowest income estimate, provided the other member of the couple has not returned to work.

Parental Leave Pay and Family Tax Benefit Part B

You (and/or your partner) cannot receive Family Tax Benefit Part B during the Paid Parental Leave period. Family Tax Benefit Part B may be paid after the end of the Paid Parental Leave period.

Parental Leave Pay and Newborn Upfront Payment and Newborn Supplement

If you (or your partner) are eligible for Parental Leave Pay you cannot receive the Newborn Upfront Payment and Newborn Supplement for the same child.

Social Work Assistance

Caring for child(ren) can be challenging, especially at times of change such as caring for a new baby, family crisis or relationship breakdown. A Department of Human Services social worker can provide short-term counselling, support and information to help you through this difficult time. Social workers can also direct you to other supports and services to assist you. You can ask to speak to a social worker by calling us on 136 150 between 8:00 am and 5:00 pm (local time) Monday to Friday.

If you are affected by family and domestic violence call us on 132 850 between 8:00 am and 5:00 pm (local time) Monday to Friday and ask to speak to a departmental social worker or for more information go to humanservices.gov.au/domesticviolence
Double Orphan Pension

If any of the child(ren) you care for are orphans, you may be eligible for an additional payment for the child. You may be eligible for Double Orphan Pension.

For the purpose of this payment, an orphan means:
- both parents are deceased, or
- one parent is deceased and the other parent is:
  - in prison for at least 10 years, or
  - held on remand and charged with an offence that may be punishable by imprisonment for a term of at least 10 years, or
  - in a psychiatric hospital or nursing home for an indefinite period of time, or
  - uncontactable, that is, whose whereabouts are unknown, or
- both parents live outside Australia or their whereabouts are unknown, and the child has been granted refugee status by the Australian Government, or admitted into Australia under a special humanitarian program approved by the Minister with portfolio responsibility and has not at any time lived in Australia with either or both parents.

Double Orphan Pension is not payable to carers who have formally adopted the child.

For more information about Double Orphan Pension, go to humanservices.gov.au/orhanpension

Carer Allowance

If any of the child(ren) for whom you are claiming have a disability that requires substantially more care and attention on a daily basis in the family home than required by a child of the same age who does not have a disability, then you may be able to receive Carer Allowance.

For more information, go to humanservices.gov.au/carers

Income Management

Income Management is a way to help you manage your money to meet essential household needs and expenses. Through Income Management you can learn to better manage your finances in the long term.

For more information about income management, go to humanservices.gov.au/incomemanagement

Parenting Payment

If you are the primary carer (single or partnered) of a child(ren) then you may be eligible for Parenting Payment. Parenting Payment is an income support payment to assist parents and it is paid to low income families in addition to Family Tax Benefit. It is paid to single parents with dependent child(ren) under 8 years in their care and partnered parents with dependent child(ren) under 6 years in their care. If you have a partner, only one of you can be paid Parenting Payment.

If you receive Parenting Payment, you need to make sure you update changes in your income for both Family Tax Benefit and Parenting Payment.

Any claim for Parenting Payment may not be finalised until after your claim for family assistance has been finalised.

Note: Parental Leave Pay and Dad and Partner Pay will be counted as income for calculating the rate of Parenting Payment.

For more information about Parenting Payment, including income and asset tests, go to humanservices.gov.au/parentingpayment
Other payments and services

Payments for an older child

When your child has turned 16 years of age, Family Tax Benefit will usually be the appropriate payment for your family while your child is in full-time secondary study. In some circumstances, your child may become eligible for Youth Allowance, ABSTUDY or another payment.

However, your child will not be eligible for Youth Allowance if they are under 18 years, dependent, in full-time secondary study and living at home.

The young person must meet the income and assets tests for Youth Allowance or ABSTUDY, including a personal income test, a parental means test, and/or a partner income test (if applicable).

For more information about other payments, go to humanservices.gov.au

Health Care Cards

A Health Care Card helps make health care more affordable.

**Family Tax Benefit Health Care Card**

If your estimated income is below the income threshold for the maximum rate of Family Tax Benefit Part A by fortnightly payments you will automatically receive a Health Care Card. The card will cover dependent full-time secondary students up until they turn 19 years of age.

If you do not receive Family Tax Benefit Part A but you have care of your child for at least 14 per cent of the time, you may be entitled to receive a Low Income Health Care Card.

**Low Income Health Care Card**

If you want to claim Family Tax Benefit Part A as a lump sum payment after the end of the financial year rather than as a fortnightly payment, or if you do not qualify for a Family Tax Benefit Health Care Card, you may be able to receive a Low Income Health Care Card if your income is below certain limits. To receive the Low Income Health Care Card, you need to lodge a claim. You can lodge a claim for the Low Income Health Care Card online.

**Foster Child Health Care Card**

If you care for a foster child, you can apply for a Foster Child Health Care Card. You can lodge a claim for the Foster Health Care Card online. Care can be under formal arrangements (through child protection or foster care agencies) or informal arrangements – for example, the carer may be an aunt, uncle, grandparent or close family friend. You can claim the card on behalf of the child, even if you do not claim Family Tax Benefit for that child. The Foster Child Health Care Card is not means tested.

Medicare Safety Net

The Medicare Safety Net helps with high medical costs for out-of-hospital medical services. If you are an individual and are enrolled with Medicare, you do not need to register for the Medicare Safety Net. All families and couples need to register for the Medicare Safety Net.

If you choose to receive your Family Tax Benefit Part A as an annual lump sum, you may not be eligible for the lower Medicare Safety Net threshold until the start of the next calendar year. If you receive Family Tax Benefit Part A fortnightly, you may be eligible for the lower Medicare Safety Net threshold from the day you receive your first Family Tax Benefit Part A payment in the calendar year.

**Note:** It is your responsibility to understand that how you choose to receive your Family Tax Benefit Part A payment determines your eligibility for the Medicare Safety Net Family Tax Benefit Part A threshold.
Other payments and services

Other health assistance

Australian Immunisation Register
The Australian Immunisation Register (AIR) is a national register that records details of vaccinations given to people of all ages in Australia. It will help parents make sure that their children are fully immunised.

If your child does not have a Medicare number you can complete a Medicare enrolment for your child. Children who are enrolled in Medicare are automatically included on the Australian Immunisation Register.

Children who are not eligible to enrol in Medicare will be added when a vaccination provider sends the details of a vaccination to the Australian Immunisation Register.

For more information, go to [humanservices.gov.au/air](http://humanservices.gov.au/air)

About health assistance
For more information about health assistance such as Medicare Safety Net or Pharmaceutical Benefits Scheme Safety Net, go to [humanservices.gov.au/medicare](http://humanservices.gov.au/medicare)

Rent Assistance
You may be eligible for Rent Assistance if you rent your accommodation in the private rental market. This includes paying private rent, board or lodging for accommodation in a house, flat or unit, boarding house, hostel or private hotel. It also includes paying ground rent, site fees or mooring fees for a caravan, mobile home or boat in which you live.

If you are entitled to Rent Assistance it is generally paid fortnightly with your Family Tax Benefit payments. However, if you receive your Family Tax Benefit fortnightly, you can also choose to receive your Family Tax Benefit and Rent Assistance at the end of the financial year when your actual annual family income is known.

You are not entitled to Rent Assistance if you are the primary tenant in Government rent (that is, your (and/or your partner’s) name is on the rental contract (lease) with the State or Territory Housing Authority), or you own or jointly own the home you live in. You may be entitled to Rent Assistance if you pay for board and lodgings.

The rate of Rent Assistance depends on the amount of rent you pay and the number of dependent children you have in your care. Rent Assistance is added to the other components of Family Tax Benefit Part A and the total payment may be reduced depending upon your family income or child support payment(s) received.

For more information about Rent Assistance, you can go to [humanservices.gov.au/rentassistance](http://humanservices.gov.au/rentassistance)

Supporting Working Parents
You and your employer can access a guide to help you understand the laws that relate to pregnancy, parental leave and returning to work. This guide will help working parents effectively discuss their rights with their employer.

For more information about Supporting Working Parents, go to [supportingworkingparents.gov.au](http://supportingworkingparents.gov.au)
Online services

Use our online services

You do not need to complete this form if you use our online services. Claiming online is faster and easier.

You can access your Centrelink 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](http://my.gov.au) and link it to your Centrelink online account.

To make a claim online log into your Centrelink online account through myGov, then select ‘Make a Claim’.

When to use this form

Use this form if you wish to claim any of the following payments:

- Parental Leave Pay
- Family Tax Benefit by fortnightly instalments

Filling in this form

- Please use black or blue pen.
- Print in BLOCK LETTERS.

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 – submit your documents online. For more information about how to access an Online Account or how to lodge documents online, go to [humanservices.gov.au/submitdocumentsonline](http://humanservices.gov.au/submitdocumentsonline)
- by post – return your documents by sending them to:
  
  Department of Human Services
  
  Families
  
  Reply paid 7802
  
  CANBERRA BC ACT 2610
- in person – if you are unable to submit this form and any supporting documents online or by post, you can provide them in person to one of our service centres.

For more information

Go to [humanservices.gov.au/families](http://humanservices.gov.au/families) or call us on 136 150 or visit one of our service centres.

We can translate documents you need for your claim or payments for free.

To speak to us in other languages, call 131 202.

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.
English
To speak to us in a language other than English, call 131 202.
Calls charges apply. Calls from mobile phones may be charged at a higher rate. Go to humanservices.gov.au and select the language button to find information in your language.

Arabic
للتحدث إلى ذات اللغة العربية، اتصل بالرقم 131 202. يجب رفع رسوم على الكرالات. قد يتضمن نص رسالة أعلى على الكرالات. إذا كنت غير متأكد من اللغب، نحن نقدم الذ معلومات. Go to humanservices.gov.au

Assyrian
عندما يكون لديك مشكلة في اللغة، يمكنك الحصول على مساعد مهتم باللغة. تفضل، فضلًا، إلى humanservices.gov.au لإمداد أكثر. نحن نقدم معلومات مماثلة.

Chinese
如果您打电话131 202，使用中文与我们交谈。致电该号码无需费用，如使用移动电话致电，该费用可能会较高。访问humanservices.gov.au网站，点击语言链接后可获取您所需语言编写的资讯。

Dinka
Ba jem kék ok tau Dinka, cot 131 202. Cot weu atou thin. Lor ten humanservices.gov.au and ku kueny thok ku ba weet yok thongudun.

Farsi
باید این‌که یا به ریز پارسی، می‌خواهید که به شما گفتگوی باشید. این گفتگوی شما مهربان است. این گفتگوی ممکن است به زبان خود شما باشد. نشان دهنده، در این پیام، به زبان کتابتی می‌توانید. دوست داشته‌ایم که در همکاری با کیفیت کنید. Go to humanservices.gov.au

Filipino

Hindi
हमसे हिंदी में बात करने के लिए 131 202 पर फोन करें। यह फोन करने पर आवश्यक है। हमारे फोन पर अधिक संपर्क लग सकती है। अपनी स्थान में जानकारी पाने के लिए humanservices.gov.au पर जाएं और आवश्यक बदन पुनः
If you complete your claim online, and you are eligible, your claim can be assessed faster than if you complete this claim form. You do not need to complete this form if you use our online services by logging into your Centrelink online account through myGov.

1. Please read this before answering the following question

You can claim these payments up to three months before the expected birth date or adoption of your child. Any claim for Parental Leave Pay and family assistance will not be finalised until after the child’s actual date of birth or date an adopted child comes into your care.

Information required to complete this claim form for Paid Parental Leave:
- Centrelink Reference Numbers
- passport numbers
- the date you or your partner first arrived in Australia if you were not born in Australia
- details of periods you were outside Australia
- bank account details
- tax file number
- income details.

For information to help you answer questions, refer to the Notes Booklet. If you are claiming Family Tax Benefit, you and your partner will also need:
- income details
- details of periods outside Australia
- tax file numbers.

Are you claiming, or have you claimed, Paid Parental Leave or family assistance online?

No

If you complete your claim online and you are eligible, your claim may be assessed faster than if you complete this claim form.

Note: If you need assistance registering for Online Services you can call us on 136 150.

Go to next question

Yes

Do not complete this form. Log into your Centrelink online account through myGov.

2. Please read this before answering the following questions

If you are only claiming one payment, you will NOT need to complete all sections. Where you see a box like this Go to 2 skip to the question number shown. You do not need to answer the questions in between.

Which payment(s) do you want to claim for this child(ren)?

Parental Leave Pay

Family Tax Benefit

3. Is this claim before or after your child’s date of birth or date the child came into your care as part of an adoption process?

Before

After

4. Do you (and/or your partner) have a Centrelink Reference Number?

No Go to next question

Yes Give details below

You

Your Centrelink Reference Number (if known)

Your partner

Your partner’s Centrelink Reference Number (if known)
You

5 Do you need an interpreter when dealing with us?
This includes an interpreter for people who have a hearing or speech impairment.
   No □ Go to 8
   Yes □ Go to next question

6 What is your preferred spoken language?

7 What is your preferred written language?

8 Your name
   Mr □ Mrs □ Miss □ Ms □ Other □
   Family name
   First given name
   Second given name

9 Have you ever used or been known by any other name
   (e.g. name at birth, maiden name, previous married name,
   Aboriginal or tribal name, alias, adoptive name, foster name)?
   No □ Go to next question
   Yes □ Give details below
   Other name
   Type of name (e.g. name at birth)
   If you have more than one other name, attach a separate sheet with details.

10 Your gender
    Male □
    Female □

11 Your date of birth
   / / /

Your partner (if you have one)

5 Does your partner need an interpreter when dealing with us?
   This includes an interpreter for people who have a hearing or speech impairment.
   No □ Go to 8
   Yes □ Go to next question

6 What is your partner’s preferred spoken language?

7 What is your partner’s preferred written language?

8 Your partner’s name
   Mr □ Mrs □ Miss □ Ms □ Other □
   Family name
   First given name
   Second given name

9 Has your partner ever used or been known by any other name
   (e.g. name at birth, maiden name, previous married name,
   Aboriginal or tribal name, alias, adoptive name, foster name)?
   No □ Go to next question
   Yes □ Give details below
   Other name
   Type of name (e.g. name at birth)
   If your partner has more than one other name, attach a separate sheet with details.

10 Your partner’s gender
    Male □
    Female □

11 Your partner’s date of birth
   / / /
12 Please read this before answering the following question

Select ONE option below that best describes your current relationship status.
If you have ever been separated, list the date that you most recently reconciled with your partner.

What is your CURRENT relationship status?

- **Married**
  - Date married/
    - reconciled with your partner
  - / /
  - Go to 13

- **Registered relationship**
  - (registered relationship under state or territory law)
  - Date registered/
    - reconciled with your partner
  - / /
  - Go to 13

- **Partnered**
  - (living together in a relationship, including de facto.)
  - Date you started living with/
    - reconciled with your partner
  - / /
  - Go to 13

- **Separated**
  - (previously lived with a partner, including in a marriage, registered or de facto relationship)
  - Date of last separation
  - / /
  - Go to 14

- **Divorced**
  - Date of divorce
  - / /
  - Go to 14

- **Widowed**
  - (previously partnered, including in a marriage, registered or de facto relationship)
  - Date of partner’s death
  - / /
  - Go to 14

- **Never married or lived with a partner**
  - Go to 14

If none of the above describes your current relationship status, please call us on 136 150.

13 Do you give permission for your partner to make enquiries with us on your behalf?
You can change this authority at any time.

- No
- Yes
14. Do you want to authorise another person or organisation to make enquiries, receive payments and/or act on your behalf?

**No**  [Go to next question]

**Yes**

You will need to complete and attach an **Authorising a person or organisation to enquire or act on your behalf** form (SS313). If you do not have this form or want more information about nominee arrangements, go to [humanservices.gov.au/nominees](https://humanservices.gov.au/nominees).

15. Your permanent address

_________________________________________________________

_________________________________________________________

Postcode

16. Your postal address (if different to above)

_________________________________________________________

_________________________________________________________

Postcode

17. Please read this before answering the following question

Please provide at least one phone number that we can contact you on during business hours and an email address if you have one. If you provide an email address or mobile phone number, you may receive electronic messages (SMS or email) from us. To read the Terms and Conditions, go to [humanservices.gov.au/em](https://humanservices.gov.au/em) or visit one of our service centres.

**Your contact details**

**Home phone number** ( )

Is this a silent number? No [ ] Yes [ ]

**Mobile phone number**

Is this a silent number? No [ ] Yes [ ]

**Work phone number** ( )

**Email**

@

18. Are you (and/or your partner) currently receiving fortnightly payments or receiving a zero rate of Family Tax Benefit?

For more information, see **Payment Options** in the Notes Booklet.

**No**  [Go to next question]

**Yes**  [Go to 31]
19 Please read this before answering the following question

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander Australians.

Are you (and/or your partner) of Aboriginal or Torres Strait Islander Australian descent?
If you (and/or your partner) are of both Aboriginal and Torres Strait Islander Australian descent, please tick both ‘Yes’ boxes.

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Yes – Aboriginal Australian</td>
<td>Yes – Aboriginal Australian</td>
</tr>
<tr>
<td>Yes – Torres Strait IslanderAustralian</td>
<td>Yes – Torres Strait Islander Australian</td>
</tr>
</tbody>
</table>

20 Please read this before answering the following question

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to people of Australian South Sea Islander descent.

Australian South Sea Islanders are the descendants of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

Are you (and/or your partner) of Australian South Sea Islander descent?

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

21 What country are you currently living in?

The country of residence is where you normally live on a long term basis.

Australia [ ] Go to next question
Other [ ] Country of residence

22 Have you EVER travelled outside Australia, including short trips and holidays?

This question assists us to verify your Australian residence.

No [ ] Go to next question
Not applicable – [ ] Go to next question
Never travelled to Australia [ ] Give details below

Year you last entered Australia

Passport number

Country of issue

23 Are you an Australian citizen who was born in Australia?

No [ ] You will need to provide proof of your Australian residence status (e.g. citizenship papers, passport or other documentation).
[ ] Go to next question

Yes [ ] Go to 31

24 What is your country of birth?

25 What is your country of citizenship?

Australia [ ] Date granted

[ ] / / Go to 31

Other [ ] Give details below

Country of citizenship

Date granted

[ ] / /

26 Have you ever lived in Australia?

No [ ] Go to 32

Yes [ ] Go to next question
27 What type of visa did you arrive on?
New Zealand passport (Special Category visa)
- Permanent
- Temporary
- Unknown (e.g. arrived on parent’s passport)

28 Your visa details on arrival
Visa sub class
Date visa granted
/
/

29 Has your visa changed since you arrived in Australia?
No
- Go to next question
Yes
- Go to next question

Most recent visa details
Visa sub class
Date visa granted
/
/

30 When did you most recently start living in Australia?
/
/

31 Please read this before answering the following question
We need to know if you have lived in any countries other than Australia in the last three years. ‘Lived’ means where you or your family made your home or spent a long period of time – it does not include places you visited for a holiday.

In the last three years have you lived outside Australia for any period?
No
- Go to next question
Yes
- List ALL countries, you have lived in during the last three years and the date you started living in each country.
  Include when you started living in AUSTRALIA.
  Do NOT include short trips or holidays.

<table>
<thead>
<tr>
<th>Country</th>
<th>Date from</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td>/ /</td>
</tr>
</tbody>
</table>

32 Please read this before answering the following questions
You are not breaking the law if you do not give us your (and your partner’s) tax file number, but if you do not provide them to us, you will not be paid.

In giving us your (and your partner’s) tax file number in relation to this claim you authorise us to use your (and your partner’s) tax file number for other family assistance payments and services in future where necessary.

Have you (and your partner) given us your tax file number(s) before?
No
- Go to next question
Not sure
- Go to next question
Yes
- Go to 34

33 Do you (and your partner) have a tax file number(s)?
You
- No
  - Call us on 136 150.
- Yes
  - Your tax file number

Your partner
- No
  - Call us on 136 150.
- Yes
  - Your partner’s tax file number

34 Are you expecting, or claiming for a multiple birth, multiple adoption or for multiple children entrusted to your care?
No
- Go to 36
Yes
- Go to next question

35 How many children are you expecting, or claiming for as part of the same birth, adoption or entrustment to care process?

If you need more space, attach a separate sheet with details.
Parental Leave Pay details

36 Are you claiming Parental Leave Pay?
   No  Go to next question
   Yes  Go to 38

37 Is your partner claiming Parental Leave Pay?
   This includes if your partner has already claimed or is intending to claim Parental Leave Pay for this child.
   No  Go to 82
   Yes  Go to 38

38 Where do you want your Parental Leave Pay payments made?
   This bank account will only be used if your Parental Leave Pay is to be paid by us.
   I am already receiving family assistance. Please continue to use the account details already provided for my family assistance payments.
   I want to nominate a different account for my Parental Leave Pay
   Name of bank, building society or credit union
   Branch where the account is held
   Branch number (BSB)
   Account number (this may not be your card number)
   Account held in the name(s) of

39 Please read this before answering the following question
   You can claim Parental Leave Pay for only one child in each pregnancy or adoption process.
   For a multiple birth, you may be eligible for Newborn Upfront Payment and Newborn Supplement paid with Family Tax Benefit Part A for the other child(ren). If you are claiming for more than one child from the same pregnancy, you will need to complete the eligibility questions for both Parental Leave Pay and Family Tax Benefit. You will need to choose which child will be the Parental Leave Pay child when you supply this child’s details.
   If you are claiming Parental Leave Pay for child(ren) not from the same pregnancy or adoption process you may be eligible for Parental Leave Pay for more than one child.
   Are you claiming Parental Leave Pay for more than one child?
   No  Go to 41
   Yes  Go to next question

40 How many children are you claiming Parental Leave Pay for?
   Photocopy and complete Parental Leave Pay pages 9 to 15 for each child.

41 What is, or will be, your relationship to this child you are claiming Parental Leave Pay for?
   Birth mother  Go to next question
   Adoptive parent  Go to 44
   Legal parent  Go to 48
   Foster carer  Go to 45
   Partner of birth mother (where your partner has already claimed Parental Leave Pay)  Go to 47
   Partner of adoptive parent (where your partner has already claimed Parental Leave Pay)  Go to 47
   Partner of the legal parent (where your partner has already claimed Parental Leave Pay)  Go to 47
   None of the above (e.g. grandparent)  Go to 48

42 Are you, or will you be, the primary carer of this child?
   No  Go to next question
   Yes  Go to 52

43 Are you giving, or have you given, your child up for adoption or as part of a surrogacy arrangement?
   No  Go to 52
   Yes  Go to 53

Parental Leave Pay is only available to you within the first 18 weeks from the birth of your child for maternal recovery purposes. To be paid arrears from the date of birth, you must submit the proof of birth within 28 days of the birth. Paid Parental Leave will not continue if you return to work.  Go to 53
44 Are you adopting this child as part of a known adoption?
   For more information, see *Known Adoptions* in the Notes Booklet.
   No  Go to 51
   Yes  Go to 51

45 Do you, or will you, have care of this child through a formal foster care arrangement made by your state or territory?
   For more information, see *Parental Leave Pay and Foster Care* in the Notes Booklet.
   No  Go to 48
   Yes  Go to next question

46 Is this a formal foster care arrangement with a view to adopt this child?
   No  Go to next question
   Yes  Attach supporting documents from your state or territory agency outlining the proposed adoption arrangement.
   Go to 48

47 Are you claiming Parental Leave Pay because your partner is, or will be, transferring some or all of their Parental Leave Pay to you?
   **Note:** Generally the birth mother or initial primary carer of an adopted child must first lodge a claim and establish their eligibility to Parental Leave Pay before their partner claims.
   No  Go to 53
   Yes  Go to next question

48 Are you expecting to have care of this child for at least 26 weeks?
   No  Go to 57
   Yes  Go to next question

49 Is the previous primary carer and/or their partner incapable (e.g. hospitalised) of caring for this child for at least 26 weeks?
   No  Go to next question
   Yes  You may be required to provide evidence of this incapacity.
   Go to next question

50 Has a court made a parenting order stating the mother is no longer caring for this child and stating that you are caring for this child, or has a court made a parentage order reassigning parentage of this child to you?
   No  Go to next question
   Yes  Attach the parenting order or court order if you have not already done so.
   Go to next question

51 Are you, or will you be, the primary carer of this child?
   No  Go to 53
   Yes  Go to next question

52 Has this child already come into your primary care?
   No  Go to 54
   Yes  Go to next question

53 Have you returned to work since this child’s birth or date they came into your care?
   No  Go to next question
   Yes  You may not be eligible for Parental Leave Pay if you have returned to work. However, some exceptions apply, go to humanservices.gov.au/parentalleavepay
   Go to next question

54 Do you intend to transfer some or all of your Parental Leave Pay entitlement to another person?
   No  Go to 57
   Yes  To transfer your Parental Leave Pay, either you, or the person you are transferring to, will need to remain eligible for each day between the birth of your child and the end of the Paid Parental Leave period. The person who will take over the primary care of the child will need to lodge a claim and be eligible for Parental Leave Pay before they can be paid.
   Go to next question

55 From what date did you, or will you, transfer primary care of this child to the new carer?
   For example, if you are returning to work and your partner will be taking time off to care for this child.
   __/__/
56 Please read this before answering the following question

You will need to choose the start date for the Paid Parental Leave period. The new carer will not be able to choose when the Paid Parental Leave period will start. The new carer must meet all eligibility from the day they take over the primary care of the child.

How much of your Parental Leave Pay are you transferring?
- the full 18 weeks
- the unused portion of Parental Leave

57 Please read this before answering the following questions

Your Paid Parental Leave income will be based on the previous financial year of one of the following:
- the date of this claim, or
- the date of the actual birth, or
- the date this child came into your care.

The earliest of these dates will determine the correct financial year.

Is this child currently in your care?
- No ➤ Go to 59
- Yes ➤ What date did the child come into your care?  

58 What is the previous financial year to the date provided at question 57?

For example, if the child came into your care on 1 November 2018, (within the 2018–2019 financial year) the previous financial year to this date would be 2017–2018.

Go to 62

59 What date do you expect this child to come into your care?

Expected date of birth  
/ /  

Or

Expected date the child will come into your care  
/ /  

60 What date are you lodging this claim?

/ /  

61 What is the previous financial year to the date this claim is being lodged?

For example, if you lodge this claim within the 2018–2019 financial year, the previous financial year would be 2017–2018.

FY /
## Paid Parental Leave income details

62  **Complete details of your income using the following table for the financial year indicated in question 58 or 61.**

**Note:** If you did not receive income from any of the following sources, please write $0 in the boxes.

[For more information see *What is adjusted taxable income?* in the *Notes Booklet.*](#)

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Taxable income from salary and wages</td>
<td>$</td>
</tr>
<tr>
<td>B  Taxable income from lump sum payment(s)</td>
<td>$</td>
</tr>
<tr>
<td><strong>C  Taxable income from business or self-employment</strong></td>
<td>Profit or Loss</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td>D  Taxable income from investments</td>
<td>Profit or Loss</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td>E  Taxable income from real estate</td>
<td>Profit or Loss</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td>F  Taxable income from government pensions, benefits or payments</td>
<td>$</td>
</tr>
<tr>
<td>G  Other taxable income</td>
<td>AUD</td>
</tr>
<tr>
<td><strong>Total taxable income (total of A to G)</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

63  **Provide details of how much you received from any of the following sources for the financial year indicated in question 58 or 61.**

**Note:** If you did not receive income from any of the following sources, please write $0 in the boxes.

<table>
<thead>
<tr>
<th>Source</th>
<th>Estimated amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Exempt reportable fringe benefits</td>
<td>$</td>
</tr>
<tr>
<td>B  All other reportable fringe benefits</td>
<td>$</td>
</tr>
<tr>
<td>C  Reportable superannuation contributions</td>
<td>$</td>
</tr>
<tr>
<td>D  Total net investment losses</td>
<td>Estimated amount</td>
</tr>
<tr>
<td><em>(If you entered a net loss for your taxable income from investments and/or real estate at question 62 (D or E), you should copy the amount of the loss here.)</em></td>
<td>–$</td>
</tr>
<tr>
<td>E  Tax free pensions and benefits</td>
<td>$</td>
</tr>
<tr>
<td>F  Foreign income</td>
<td>AUD</td>
</tr>
<tr>
<td>G  Tax exempt foreign income</td>
<td>AUD</td>
</tr>
<tr>
<td>H  Child support PAID</td>
<td>$</td>
</tr>
</tbody>
</table>
64 Please read this before answering the following questions

To be eligible for Parental Leave Pay, you must meet the work test. To do this you must have:

- worked for 295 days (approximately 10 months) of the relevant 392 day (approximately 13 month) period, and
- worked at least 330 hours in that 295 day (approximately 10 month) period (just over eight hours a week) with no more than an eight week (56 day) gap between two working days.

Note: There are some exceptions if you do not meet the work test due to pregnancy related complications, illness and/or premature birth.

To assist you in calculating your work history, please complete the following dates to determine the relevant 392 day (approximately 13 month) period.

Write the date provided at question 57 or question 59 in Box A

Date which is 13 months before the date in Box A

65 Have you worked for at least eight hours every week between the two dates at question 64 above?

This includes paid leave from your employer.

No  [Go to next question]
Yes  [Go to 69]

66 Has there been a continuous gap, where you did not work, for longer than eight weeks between two working days within the two dates you provided at question 64 above?

No  [Go to 68]
Yes  [Go to next question]

67 Please read this before answering the following question

You will need to provide proof from your employer confirming the hours you would have worked if you had not finished early. You will also need to provide proof from the doctor that you were not able to work or that your child was born prematurely.

Was this continuous gap due to:

- a pregnancy related illness or complication
- premature birth
- none of the above

68 Have you worked for at least 330 hours within a 295 day (approximately 10 month) period between the two dates at question 64 above?

No  [Go to next question]
Yes

69 Please indicate your most recent or your current type of employment:

Note: A special category employee can be a Judge, Member of Parliament, Religious Practitioner, Federal Magistrate or Statutory Office Holder.

- Contractor  [Go to 77]
- Self-employed  [Go to 77]
- Special category employee  [Go to 77]
- Permanent employee  [Go to next question]
- Temporary employee  [Go to next question]
- Casual  [Go to next question]
- Other  [Give details below]

70 Please read this before answering the following questions

Parental Leave Pay will be provided to you by your employer in your usual pay cycle if you:

- have worked for your employer for 12 months or more before the expected date of birth or adoption
- will be their employee for your Paid Parental Leave period
- are an Australian-based employee, and
- expect to receive at least eight weeks of Parental Leave Pay.

If your employer is not required to provide your Parental Leave Pay, they can still choose to provide it to you. You and your employer must agree for this to happen. If your Parental Leave Pay is not provided by your employer, if you are self-employed or you do not have an employer, it will be provided by us.

We will withhold PAYG at the rate of 15 per cent unless you nominate a different tax rate, before payment commences.

Are you currently employed?

Note: You are employed if you are on paid or unpaid leave from your job.

No  [Go to 77]
Yes  [Go to next question]

71 Will you still be employed by your employer from your child’s date of birth or adoption until the end of your Paid Parental Leave period?

Note: You are still employed if you are on paid or unpaid leave from your job.

No  [Go to 77]
Yes  [Go to next question]
72 Parental Leave Pay is usually provided by your employer. However, if your employer is not required to provide your Parental Leave Pay, you can discuss this with your employer and, if both you and your employer agree, they may still be able to provide your Parental Leave Pay.

Do you give your employer permission to pay your Parental Leave Pay?

No ❌ Your employer will not be contacted if they are not required to provide your Parental Leave Pay. 🔗 Go to next question

Yes ✔ You should speak with your employer as soon as possible if you would like them to opt-in to provide your Parental Leave Pay. 🔗 Go to next question

73 Do you have more than one employer?

No ❌ Go to next question

Yes ✔ If you have more than one current employer, please complete the details for the one you have been employed with for 12 months or more. If you have been with more than one employer for 12 months or more, then choose the one you would prefer to provide your Parental Leave Pay. 🔗 Go to next question

74 Please complete your employer’s contact details.

Business name and/or trading name

To get the Australian Business Number (ABN) you can ask your employer for it or you can check your payslip or payment summary. Your employer may have more than one ABN, so you should check with your employer which ABN they prefer you use for Parental Leave Pay purposes.

Note: If you provide an incorrect ABN, or do not provide one, we may not be able to assess your claim.

Australian Business Number (ABN)

Contact name

Contact number ( )

Postal address

Postcode

Your employee identification number (if you have one)

75 Does this employer know you by a different name (such as for payroll or administrative purposes)?

No ❌ Go to next question

Yes ✔ Give details below

76 What date did you start employment with this employer?

/ /

Parental Leave Pay details

77 Please read this before answering the following questions

Parental Leave Pay is paid fortnightly in arrears. As the start date of your Paid Parental Leave period will not be the first date your payment occurs, your first payment may include arrears.

To receive the full 18 weeks of Parental Leave Pay, you will need to:
• lodge your claim, and
• choose a Paid Parental Leave period start date within 34 weeks of your child’s date of birth or adoption and at least 18 weeks before you return to work.

What date would you like your Paid Parental Leave period to start?

From the expected or actual date of birth (or the date you will become the primary carer)

To be paid from this date you will need to provide the proof of birth or proof of the date this child came into your care, along with any other requested documents within 28 days of this child’s date of birth or date this child comes into your care. If you are not able to lodge the evidence within the required time, you may only be paid from the date the evidence is provided to us. Parental Leave Pay cannot start before the child’s date of birth or adoption. 🔗 Go to 78

From the date of the claim

Payment of Parental Leave Pay can only start once this child has come into your care and proof of this child’s birth or entry to care has been provided to us. Your Paid Parental Leave period can start from the date of claim as long as you lodge all the required information within 14 days of your claim. 🔗 Go to 78

A specific date in the future Give details below

/ /

You may still be able to change your Paid Parental Leave period start date before your payment commences by logging into your Centrelink online account through myGov. 🔗 Go to next question
78 Has this child already come into your care?
No ➔ Go to next question
Yes ➔ Go to 81

79 Please read this before answering the following question
You (and/or your partner) will not be entitled to Family Tax Benefit Part B during the Paid Parental Leave period.

Do you (and/or your partner) receive Family Tax Benefit Part B?
No ➔ Go to 81
Yes ➔ You may be overpaid if you (and/or your partner) receive Family Tax Benefit Part B during the Paid Parental Leave period.

80 In order to avoid being overpaid, do you want to pause your Family Tax Benefit Part B payments from your child's expected date of birth or the date this child will come into your care?
No ➔ Go to next question
Yes ➔ Please list the child(ren) you are currently receiving Family Tax Benefit for.

81 Are you claiming Parental Leave Pay ONLY?
No ➔ Go to next question
Yes ➔ If this child is currently in your care we need to collect information about your child.

82 Do you (and/or your partner) currently receive Family Tax Benefit as a fortnightly payment or as a zero rate?

For more information, see Payment Options in the Notes Booklet.

No ➔ Go to 84
Yes ➔ Please list the child(ren) you are currently receiving Family Tax Benefit for.

83 Have any of the details of the child(ren) listed in question 82 changed?
No ➔ Go to next question
Yes ➔ You will need to call us on 136 150 to advise of these changes, alternatively, you can complete Children details (87 to 144), for the child(ren) whose details have changed.

84 Are you claiming for a child(ren) who has already been born or is currently in your care?

Note: Do not include child(ren) listed at question 82.

No ➔ Go to next question
Yes ➔ Go to 87

85 What is your child(ren)'s expected date of birth or the date this child will come into your care?

Date of birth

Or

Date this child will come into your care

86 Are you claiming for any other child(ren)?

No ➔ Go to question 145 on page 28
Yes ➔ Go to next question
Give the following details for any child(ren) who are already born or who are already in your care. Do not include any child(ren) that you have listed at question 82 unless some of their details have changed.

If you are claiming for more than two children, copy and attach pages (16 to 22) for each additional child before completing the details for child 1.

| Child 1 |
|-----------------|-----------------|
| **88** Child’s family name | **94** Is this child part of a multiple birth, multiple entrustment to care or multiple adoption? |
| | No | Yes |
| Child’s first given name | | |
| Child’s second given name | | |
| **89** Has this child been known by any other names? | **95** Is this a newborn child? |
| No | Go to next question | No Go to 98 |
| Yes | List the other names | Yes Go to next question |
| | | |
| **90** Child’s gender | **96** Have you registered, or applied to register, the birth of your newborn child with your state or territory registry of births? |
| Male | No | |
| Female | | |
| | | |
| **91** Child’s date of birth | **97** Do you intend to lodge the Doctor/Midwife – Proof of Birth declaration on the Newborn Child Declaration (FA081) as provided at the birth of your newborn child? |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
Child 1

99 Is this child an orphan?
For more information, see Double Orphan Pension in the Notes Booklet.

No ☐
Yes ☐

100 Are you claiming Parental Leave Pay ONLY for this child?
If you would like to claim Family Tax Benefit for this child then we need to collect more information from you and your partner (if you have one).
Go to next question

Yes ☐ Do not answer any more questions for THIS child. We DO NOT need to collect information for Family Tax Benefit from you and your partner (if you have one).
Go to 144 on page 22

101 The term ‘parent’ refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an assisted conception procedure or where a surrogacy court order is in place).
For more information on grandparents, see Who is eligible for Family Tax Benefit? in the Notes Booklet.

Your partner’s (if you have one) relationship to this child

Birth mother ☐
Partner of birth mother ☐
Adoptive parent ☐
Biological father ☐
Partner of biological father ☐
Grandparent ☐
Foster parent (formal) ☐
Foster parent (informal) ☐
Other ☐ Give details below

102 Your relationship to this child

Birth mother ☐ Go to next question
Partner of birth mother ☐ Go to 105
Adoptive parent ☐ Go to 108
Biological father ☐ Go to 104
Partner of biological father ☐ Go to 104
Grandparent ☐ Go to 106
Foster parent (formal) ☐ Go to 106
Foster parent (informal) ☐ Go to 106
Other ☐ Give details below

103 Have you given birth to any other children (excluding stillborn children) before this child?
No ☐ Go to 111
Yes ☐ Go to 111

104 Did this child come into your (and/or your partner’s) care as part of a surrogacy arrangement?
No ☐ Go to next question
Yes ☐ Go to 106

105 Has the birth mother of this child given birth to any other children (excluding stillborn children)?
No ☐ Go to 111
Yes ☐ Go to 111

106 Have you (and/or your partner) previously had a child entrusted to your care?
No ☐
Yes ☐

107 Will you have this child in your care for at least 13 consecutive weeks?
No ☐ Go to 110
Yes ☐ Go to 110
Not sure ☐ Go to 110

108 Have you (and/or your partner) adopted a child before this child?
No ☐
Yes ☐

109 Were you (and/or your partner) adopting this child as part of a known adoption?
For more information, see Known adoptions in the Notes Booklet.

No ☐
Yes ☐
Child 1

110 If you (and/or your partner) are the birth mother, biological father or adoptive parent of this child at both question 101 and 102. Go to 111

Who are the parents of this child?

Parent 1

Is this person deceased?

No

Yes  Date of death  /  /

Parent 2

Is this person deceased?

No

Yes  Date of death  /  /

111 Did this child come into your care from someone else?

This can include the other parent, a surrogate or foster carer.

No  Go to 114

Yes  Who cared for this child before you?

Name

Address

Contact phone number (if known)

(  )

112 When did this child come into your care?

/  /

113 Do you have legal or other documents to support the change of care?

No  Go to next question

Yes  Attach a copy of this document.

114 Is this child under 5 years of age?

No  Go to next question

Yes  Go to 122

115 Is this child under 16 years of age?

No  Go to next question

Yes  Go to 122

116 Is this child under 20 years of age?

No  Do not answer any more questions for THIS child. Go to 144 on page 18

Yes  For more information on children aged 16–19 years, see Eligible child in the Notes Booklet. Go to next question

117 Is this child studying by registered home schooling or study outside Australia?

No  Go to next question

Yes  Give details below

Registered home schooling

Study outside Australia

118 Has this child completed a Year 12 or equivalent qualification?

No  Go to 120

Yes  Date completed  /  /

119 Is this child repeating Year 12?

No  Go to 122

Yes  Go to next question

120 Is this child currently in education or training (including school based apprenticeships or traineeships)?

No  Go to next question

Yes  Give details below

Name of School/College/Campus

(including Australian Technical College, or institution outside Australia)

Course title

(e.g. NSW Higher School Certificate or Certificate Level II in Hospitality or title of course outside Australia)

Date completed  /  /

Date this child enrolled or started studying towards Year 12 or equivalent qualification, whichever is earlier  /  /

Is this child enrolled:

Full-time  Go to 122

Less than full-time  Go to next question
121 Is there a reason this child is not in full-time education or training?

No □ Go to next question

Yes □ Give details below

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Start date

/ / Date this circumstance will cease

/ /

122 Is this child receiving or has this child received either of the following payments or education allowances?

- Veterans’ Children Education Scheme (VCES)
- Military Rehabilitation and Compensation Act Education and Training Scheme (MRCAETS)

paid by the Department of Veterans’ Affairs (DVA).

No □ Go to next question

Yes □ Note: You cannot receive both Family Tax Benefit and a VCES/MRCAETS payment from DVA. To help you decide which payment is better for your family, you should contact the DVA on 133 254 to discuss your options. ▶ Go to next question

123 Does this child spend time with someone other than you (and/or your current partner) such as one of their parents (e.g. weekends, school holidays)?

To be paid Family Tax Benefit you must have care of this child for at least 35 per cent of the time.

For more information, see Shared care in the Notes Booklet.

No □ Go to 133

Yes □ Who does this child spend time with?

Name

Address

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Phone number

( )

124 Your care period

Date the current care arrangement started

/ /

Date these arrangements are expected to end or change

/ /

OR

Indefinite/ongoing □ Note: Your percentage of care will be assessed over a 12 month period from the date the care period commenced. This percentage will be maintained for subsequent years unless you advise us of a change.

You must advise us if there is any change in the care arrangements.

125 Do you have a parenting plan, court order or written agreement that shows where this child stays?

No □ Go to 127

Yes □ Attach a copy of the parenting plan, court order or written agreement, if you have not already done so. ▶ Go to next question

126 Are the arrangements in the parenting plan, court order or written agreement being followed?

No □ Go to next question

Yes □ Go to 132

127 Do you know what percentage of care you will have for the care period stated in question 124?

No □ Go to 130

Yes □ Go to next question

128 What percentage of care will you have during the care period stated in question 124?

□ %

129 What percentage of care will the other parent, carer or guardian of this child have during the care period stated in question 124?

□ % ▶ Go to 132

130 How long will this child be with you for the care period stated in question 124?

Provide the total time in nights, weeks or hours.

Only write one total time.

<table>
<thead>
<tr>
<th>Total number of nights</th>
<th>OR</th>
<th>Total number of weeks</th>
<th>OR</th>
<th>Total number of hours</th>
</tr>
</thead>
</table>


**Child 1**

131 How long will this child be with the other parent, carer or guardian for the care period stated in question 124?

Provide the total time in nights, weeks or hours. **Only write one total time.**

<table>
<thead>
<tr>
<th>Total number of nights</th>
<th>Total number of weeks</th>
<th>Total number of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

132 You can provide further information about the care arrangements for this child.

For example, this child is in care with the other parent on alternate weekends from Friday 4.30 pm to Sunday 5.00 pm or half of the Christmas school holidays.

133 Please read this before answering the following question

We will use your child’s Medicare details to check with the Australian Immunisation Register that your child meets immunisation requirements.

If we have your child’s Medicare details, the Australian Immunisation Register will tell us their immunisation status so you do not need to tell us or provide evidence when your child:

- is vaccinated
- is up to date, or
- starts a catch-up schedule.

If your child is not yet enrolled in Medicare and they are over 12 months of age, you should complete a Medicare enrolment as soon as possible. Once enrolled you will need to tell us their Medicare details.

If your child is not eligible for Medicare enrolment, we will check their immunisation status with the Australian Immunisation Register using their name and other personal details. We may contact you for more information.

For more information about Medicare enrolment, including eligibility, please go to [humanservices.gov.au/medicarecard](http://humanservices.gov.au/medicarecard)

If your child is eligible for Medicare enrolment and you do not provide the Medicare card number on which they are listed, we may not be able to check if they meet immunisation requirements and your payment will be affected.

For more information, see Immunisation details in the Notes Booklet.

**What is this child’s Medicare enrolment details?**

- [ ] Enrolled in Medicare **Give details below**

**The Medicare card number this child is listed on**

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Child’s full name on Medicare card</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Not enrolled in Medicare
- [ ] Not eligible for Medicare enrolment
Child 1

134 Please read this before answering the following question

If you or your partner (if you have one) have any dependent child(ren) in your care who are not from your current relationship, you (and/or your partner) are required to take reasonable action to obtain a child support assessment in order to receive more than the base rate of Family Tax Benefit Part A. You can start this assessment by applying online humanservices.gov.au/childsupport.

Situations where you may have a child from a previous relationship and may be required to take reasonable action to obtain a child support assessment, include when you are:

- a single parent, or
- partnered and your current partner is not this child’s parent, or
- partnered where you are not this child’s parent, but your partner is.

Your payment(s) will be affected if you do not provide your child support details.

For more information, see Children from a previous relationship in the Notes Booklet.

Is this child from a previous relationship?

No Go to next question
No Go to 144

Yes Go to next question
Yes Go to 137

135 Have you previously provided us with child support details for this child?

No Go to next question
No Go to 138

Yes Go to next question
Yes Go to 137

136 Is there a child support assessment for this child in place now?

No Go to next question
No Go to 139

Yes Go to next question
Yes Go to 137

137 Have the child support details for this child changed?

No Go to next question
No Go to 142

Yes You must notify us of the change in circumstances by calling 131 272. Go to next question

138 Which of the following reasons best describes your circumstances:

- You or your partner have applied for an assessment and are awaiting the result
- You or your partner do not wish to apply for child support and understand that you can only receive Family Tax Benefit at the base rate for this child, if you are eligible
- You or your partner have applied for an assessment and it was unsuccessful and/or you wish to apply for an exemption from applying for child support

If there is any reason that makes it difficult for you or your partner to apply for a child support assessment, please contact us on 136 150. For more information, see Exemptions from seeking a child support assessment in the Notes Booklet.

You are, or your partner is still deciding what action to take for child support

You, or your partner if this is your partner’s child, are required to take reasonable action to obtain a child support assessment for this child in order to receive more than the base rate of Family Tax Benefit Part A. You can start this assessment by applying online, go to humanservices.gov.au/childsupport.

139 Do you receive voluntary child support?

No Go to next question
No Go to 139

Yes How much do you receive for this child? $ per

Date this started

/ / 

140 Do you have a child support agreement, court order, court registered agreement or any other form of written agreement for child support?

No Go to next question
No Go to 139

Yes Attach a copy if you have not already provided it. Go to next question

Go to next question

Go to 137

Go to 138

Go to 139

Go to 139
Child 1

141 Please read this before answering the following question

If you change your method of collection from Child Support Collect to Private Collect, you may elect to discharge arrears owed to you from the Child Support Collect period. By doing so, you are taking responsibility for collecting these amounts yourself. You must tell us if, at any time, you discharge any outstanding amounts owed to you from a previous Child Support Collect period. The discharged amounts may need to be taken into account in addition to your ongoing child support assessment amount of your Family Tax Benefit Part A, from the date it was discharged until the end of the financial year.

For further information, see Discharging Child Support from the responsibility for collecting arrears in the Notes Booklet.

Have you discharged any child support arrears?

No  ➤ Go to next question

Yes  ➤ We may contact you for additional details of the child support arrears you are receiving.  ➤ Go to next question

142 If you do not already have a current child support case OR you have a current case that is registered for collection, have you received any capitalised maintenance, (that you have not already told us about), from the other parent for this child?

For more information, see Capitalised maintenance in the Notes Booklet.

No  ➤ Go to next question

Yes  ➤ Attach details.  ➤ Go to next question

143 Do you receive any child support for this child specifically in relation to this child having a disability or learning difficulty?

No  ➤ Go to next question

Yes  ➤ How much do you receive?

Privately

$ per

Through Child Support Collect

$ per

144 Do you have another child for whom you wish to claim Parental Leave Pay and/or Family Tax Benefit?

No  ➤ Go to question 145 on page 28

Yes  ➤ If you are claiming for more than two children, (if you have not already copied pages 16 to 22) copy and attach pages 23 to 29 for each additional child before completing the details for child 2.  ➤ Go to next question on the next page
**Child 2**

88 Child's family name

<table>
<thead>
<tr>
<th>Child's first given name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child's second given name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

89 Has this child been known by any other names?

- No [Go to next question]
- Yes [List the other names]

89 Has this child been known by any other names?

90 Child's gender

- Male [ ]
- Female [ ]

91 Child's date of birth

/ /

- Attach proof of birth or adoption (e.g. birth certificate, a completed Newborn Child Declaration (FA081) or adoption papers) if you have not already done so.

92 What is this child's country of birth?

93 Has this child EVER travelled outside Australia, including short trips and holidays?

- This question assists us to verify this child's Australian residence.

- No [Go to next question]
- Not applicable – [Go to next question]
- Never lived in Australia [ ]

- Yes [Give details below]

- Year child last entered Australia

- Passport number

- Country of issue

94 Is this child part of a multiple birth, multiple entrustment to care or multiple adoption?

- No [ ]
- Yes [ ]

95 Is this a newborn child?

- No [Go to 98]
- Yes [Go to next question]

96 Have you registered, or applied to register, the birth of your newborn child with your state or territory registry of births?

- No [STOP]
- Yes [Go to next question]

97 Do you intend to lodge the Doctor/Midwife – Proof of Birth declaration on the Newborn Child Declaration (FA081) as provided at the birth of your newborn child?

- I have already [Go to next question]
- You may be asked to provide proof of this registration.

98 Does this child have a disability?

- No [Go to next question]
- Yes [Go to humanservices.gov.au/carers for Carer Allowance and/or Carer Payment information].
Child 2

99 Is this child an orphan?

For more information, see Double Orphan Pension in the Notes Booklet.

No ☐

Yes ☐

100 Are you claiming Parental Leave Pay ONLY for this child?

No ☐ If you would like to claim Family Tax Benefit for this child then we need to collect more information from you and your partner (if you have one).

Go to next question

Yes ☐ Do not answer any more questions for THIS child. We DO NOT need to collect information for Family Tax Benefit from you and your partner (if you have one).

Go to 144 on page 29

101 The term ‘parent’ refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an assisted conception procedure or where a surrogacy court order is in place).

For more information on grandparents, see Who is eligible for Family Tax Benefit? in the Notes Booklet.

Your partner’s (if you have one) relationship to this child

Birth mother ☐

Partner of birth mother ☐

Adoptive parent ☐

Biological father ☐

Partner of biological father ☐

Grandparent ☐

Foster parent (formal) ☐

Foster parent (informal) ☐

Other ☐ Give details below

Go to 102

103 Have you given birth to any other children (excluding stillborn children) before this child?

No ☐ Go to 111

Yes ☐ Go to 111

104 Did this child come into your (and/or your partner’s) care as part of a surrogacy arrangement?

No ☐ Go to next question

Yes ☐ Go to 106

105 Has the birth mother of this child given birth to any other children (excluding stillborn children)?

No ☐ Go to 111

Yes ☐ Go to 111

106 Have you (and/or your partner) previously had a child entrusted to your care?

No ☐

Yes ☐

107 Will you have this child in your care for at least 13 consecutive weeks?

No ☐

Yes ☐

Not sure ☐ Go to 110

Go to 110

108 Have you (and/or your partner) adopted a child before this child?

No ☐

Yes ☐

109 Were you (and/or your partner) adopting this child as part of a known adoption?

For more information, see Known adoptions in the Notes Booklet.

No ☐

Yes ☐

99 Is this child an orphan?

For more information, see Double Orphan Pension in the Notes Booklet.

No ☐

Yes ☐

100 Are you claiming Parental Leave Pay ONLY for this child?

No ☐ If you would like to claim Family Tax Benefit for this child then we need to collect more information from you and your partner (if you have one).

Go to next question

Yes ☐ Do not answer any more questions for THIS child. We DO NOT need to collect information for Family Tax Benefit from you and your partner (if you have one).

Go to 144 on page 29

101 The term ‘parent’ refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an assisted conception procedure or where a surrogacy court order is in place).

For more information on grandparents, see Who is eligible for Family Tax Benefit? in the Notes Booklet.

Your partner’s (if you have one) relationship to this child

Birth mother ☐

Partner of birth mother ☐

Adoptive parent ☐

Biological father ☐

Partner of biological father ☐

Grandparent ☐

Foster parent (formal) ☐

Foster parent (informal) ☐

Other ☐ Give details below

Go to 102

103 Have you given birth to any other children (excluding stillborn children) before this child?

No ☐ Go to 111

Yes ☐ Go to 111

104 Did this child come into your (and/or your partner’s) care as part of a surrogacy arrangement?

No ☐ Go to next question

Yes ☐ Go to 106

105 Has the birth mother of this child given birth to any other children (excluding stillborn children)?

No ☐ Go to 111

Yes ☐ Go to 111

106 Have you (and/or your partner) previously had a child entrusted to your care?

No ☐

Yes ☐

107 Will you have this child in your care for at least 13 consecutive weeks?

No ☐

Yes ☐

Not sure ☐ Go to 110

Go to 110

108 Have you (and/or your partner) adopted a child before this child?

No ☐

Yes ☐

109 Were you (and/or your partner) adopting this child as part of a known adoption?

For more information, see Known adoptions in the Notes Booklet.

No ☐

Yes ☐
Child 2

110 If you (and/or your partner) are the birth mother, biological father or adoptive parent of this child at both question 101 and 102. Go to 111

Who are the parents of this child?

Parent 1

Is this person deceased?

No

Yes Date of death / / 

Parent 2

Is this person deceased?

No

Yes Date of death / / 

111 Did this child come into your care from someone else?

This can include the other parent, a surrogate or foster carer.

No Go to 114

Yes Who cared for this child before you?

Name

Address

Contact phone number (if known)

( )

112 When did this child come into your care?

/ / 

113 Do you have legal or other documents to support the change of care?

No Go to next question

Yes Attach a copy of this document.

114 Is this child under 5 years of age?

No Go to next question

Yes Go to 122

115 Is this child under 16 years of age?

No Go to next question

Yes Go to 122

116 Is this child under 20 years of age?

No Do not answer any more questions for THIS child. Go to 144 on page 29

Yes For more information on children aged 16–19 years, see Eligible child in the Notes Booklet. Go to next question

117 Is this child studying by registered home schooling or study outside Australia?

No Go to next question

Yes Give details below

Registered home schooling

Study outside Australia

118 Has this child completed a Year 12 or equivalent qualification?

No Go to 120

Yes Date completed / / 

119 Is this child repeating Year 12?

No Go to 122

Yes Go to next question

120 Is this child currently in education or training (including school based apprenticeships or traineeships)?

No Go to next question

Yes Give details below

Name of School/College/Campus

(including Australian Technical College, or institution outside Australia)

Course title

(e.g. NSW Higher School Certificate or Certificate Level II in Hospitality or title of course outside Australia)

Date this child first enrolled or started studying towards Year 12 or equivalent qualification, whichever is earlier

/ / 

Date this child complete Year 12 or equivalent qualification

/ / 

Is this child enrolled:

Full-time Go to 122

Less than full-time Go to next question
**Child 2**

121 **Is there a reason this child is not in full-time education or training?**
- No ➡️ Go to next question
- Yes ➡️ Give details below

<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Start date**

**Date this circumstance will cease**

/ / /

/ / /

122 **Is this child receiving or has this child received either of the following payments or education allowances?**
- Veterans’ Children Education Scheme (VCES)
- Military Rehabilitation and Compensation Act Education and Training Scheme (MRCAETS)
  paid by the Department of Veterans’ Affairs (DVA).

- No ➡️ Go to next question
- Yes ➡️ **Note:** You cannot receive both Family Tax Benefit and a VCES/MRCAETS payment from DVA. To help you decide which payment is better for your family, you should contact the DVA on 133 254 to discuss your options. ➡️ Go to next question

123 **Does this child spend time with someone other than you (and/or your current partner) such as one of their parents (e.g. weekends, school holidays)?**
- No ➡️ Go to 133
- Yes ➡️ **Who does this child spend time with?**
  - Name
  - Address
  - Phone number
  - Postcode

124 **Your care period**

**Date the current care arrangement started**

/ / /

**Date these arrangements are expected to end or change**

/ / /

**OR**

Indefinite/ongoing ➡️ **Note:** Your percentage of care will be assessed over a 12 month period from the date the care period commenced. This percentage will be maintained for subsequent years unless you advise us of a change.

**You must advise us if there is any change in the care arrangements.**

125 **Do you have a parenting plan, court order or written agreement that shows where this child stays?**
- No ➡️ Go to 127
- Yes ➡️ **Attach a copy of the parenting plan, court order or written agreement, if you have not already done so.** ➡️ Go to next question

126 **Are the arrangements in the parenting plan, court order or written agreement being followed?**
- No ➡️ Go to next question
- Yes ➡️ Go to 132

127 **Do you know what percentage of care you will have for the care period stated in question 124?**
- No ➡️ Go to 130
- Yes ➡️ Go to next question

128 **What percentage of care will you have during the care period stated in question 124?**

% ➡️ Go to 132

129 **What percentage of care will the other parent, carer or guardian of this child have during the care period stated in question 124?**

% ➡️ Go to 132

130 **How long will this child be with you for the care period stated in question 124?**

Provide the total time in nights, weeks or hours.

**Only write one total time.**

<table>
<thead>
<tr>
<th>Total number of nights</th>
<th>OR</th>
<th>Total number of weeks</th>
<th>OR</th>
<th>Total number of hours</th>
</tr>
</thead>
</table>
Child 2

131 How long will this child be with the other parent, carer or guardian for the care period stated in question 124?

Provide the total time in nights, weeks or hours.

Only write one total time.

<table>
<thead>
<tr>
<th>Total number of nights</th>
<th>OR</th>
<th>Total number of weeks</th>
<th>OR</th>
<th>Total number of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

132 You can provide further information about the care arrangements for this child.

For example, this child is in care with the other parent on alternate weekends from Friday 4.30 pm to Sunday 5.00 pm or half of the Christmas school holidays.

133 Please read this before answering the following question

We will use your child’s Medicare details to check with the Australian Immunisation Register that your child meets immunisation requirements.

If we have your child’s Medicare details, the Australian Immunisation Register will tell us their immunisation status so you do not need to tell us or provide evidence when your child:

- is vaccinated
- is up to date, or
- starts a catch-up schedule.

If your child is not yet enrolled in Medicare and they are over 12 months of age, you should complete a Medicare enrolment as soon as possible. Once enrolled you will need to tell us their Medicare details.

If your child is not eligible for Medicare enrolment, we will check their immunisation status with the Australian Immunisation Register using their name and other personal details. We may contact you for more information.

For more information about Medicare enrolment, including eligibility, please go to [humanservices.gov.au/medicarecard](http://humanservices.gov.au/medicarecard)

If your child is eligible for Medicare enrolment and you do not provide the Medicare card number on which they are listed, we may not be able to check if they meet immunisation requirements and your payment will be affected.

For more information, see Immunisation details in the Notes Booklet.

What is this child’s Medicare enrolment details?

- Enrolled in Medicare ☐ Give details below

The Medicare card number this child is listed on

[ ] [ ] [ ] [ ] [ ] ☐

Child’s details on Medicare card

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Child’s full name on Medicare card</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Not enrolled in Medicare ☐

Not eligible for Medicare enrolment ☐
Child 2

134 Please read this before answering the following question

If you or your partner (if you have one) have any dependent child(ren) in your care who are not from your current relationship, you (and/or your partner) are required to take reasonable action to obtain a child support assessment in order to receive more than the base rate of Family Tax Benefit Part A. You can start this assessment by applying online humanservices.gov.au/childsupport.

Situations where you may have a child from a previous relationship and may be required to take reasonable action to obtain a child support assessment, include when you are:
- a single parent, or
- partnered and your current partner is not this child’s parent, or
- partnered where you are not this child’s parent, but your partner is.

Your payment(s) will be affected if you do not provide your child support details.

For more information, see Children from a previous relationship in the Notes Booklet.

Is this child from a previous relationship?
- No ➝ Go to 144
- Yes ➝ Go to next question

135 Have you previously provided us with child support details for this child?
- No ➝ Go to next question
- Yes ➝ Go to 137

136 Is there a child support assessment for this child in place now?
- No ➝ Go to 138
- Yes ➝ Go to next question

137 Have the child support details for this child changed?
- No ➝ Go to 142
- Yes ➝ You must notify us of the change in circumstances by calling 131 272. ➝ Go to 139

138 Which of the following reasons best describes your circumstances:
- You or your partner have applied for an assessment and are awaiting the result ➝ Go to next question
- You or your partner do not wish to apply for child support and understand that you can only receive Family Tax Benefit at the base rate for this child, if you are eligible ➝ Go to next question
- You or your partner have applied for an assessment and it was unsuccessful and/or you wish to apply for an exemption from applying for child support
  - If there is any reason that makes it difficult for you or your partner to apply for a child support assessment, please contact us on 136 150. For more information, see Exemptions from seeking a child support assessment in the Notes Booklet. ➝ Go to next question
- You are, or your partner is still deciding what action to take for child support ➝ Go to next question

139 Do you receive voluntary child support?
- No ➝ Go to next question
- Yes ➝ How much do you receive for this child?
  - $ per
  - Date this started / /
  - ➝ Go to next question

140 Do you have a child support agreement, court order, court registered agreement or any other form of written agreement for child support?
- No ➝ Go to next question
- Yes ➝ Attach a copy if you have not already provided it. ➝ Go to next question
Child 2

141 Please read this before answering the following question

If you change your method of collection from Child Support Collect to Private Collect, you may elect to discharge arrears owed to you from the Child Support Collect period. By doing so, you are taking responsibility for collecting these amounts yourself. You must tell us if, at any time, you discharge any outstanding amounts owed to you from a previous Child Support Collect period. The discharged amounts may need to be taken into account in addition to your ongoing child support assessment amount of your Family Tax Benefit Part A, from the date it was discharged until the end of the financial year.

For further information, see Discharging Child Support from the responsibility for collecting arrears in the Notes Booklet.

Have you discharged any child support arrears?
No  □  Go to next question
Yes  □  We may contact you for additional details of the child support arrears you are receiving. ▶ Go to next question

142 If you do not already have a current child support case OR you have a current case that is registered for collection, have you received any capitalised maintenance, (that you have not already told us about), from the other parent for this child?

No  □  Go to next question
Yes  □  Attach details. ▶ Go to next question

143 Do you receive any child support for this child specifically in relation to this child having a disability or learning difficulty?
No  □  Go to next question
Yes  □  How much do you receive?

Privately
$  per

Through Child Support Collect
$  per

144 Do you have another child for whom you wish to claim Parental Leave Pay and/or Family Tax Benefit?
No  □  Go to next question
Yes  □  Attach details of each additional child. ▶ Go to next question
145 What payment(s) are you claiming?

Parental Leave Pay ONLY

☐ We DO NOT need to collect information for Family Tax Benefit from you and your partner (if you have one).

Go to 201

Family Tax Benefit only, or Family Tax Benefit and Parental Leave Pay

☐ If you would like to claim Family Tax Benefit then we need to collect more information from you and your partner (if you have one).

Go to next question

146 Where do you want your family assistance payments made?

Please use the account details already provided at question 38 for my family assistance payments.

I am already receiving family assistance. ☐ Go to next question

Please continue to use the account details already provided for my family assistance payments

I want to nominate different account ☐ Give details below for my family assistance payments

The bank, building society or credit union account must be in your name. A joint account is acceptable. It cannot be in a child’s name unless you are the signatory or trustee.

Note: Payments cannot be made into an account used exclusively for funding from the National Disability Insurance Scheme.

Name of bank, building society or credit union

Branch where the account is held

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

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

147 Do you have a partner for Family Tax Benefit purposes?

Your partner at question 8.

No ☐ Go to 160

Yes ☐ Go to next question

148 Did you indicate at question 18, that you (and/or your partner) are currently receiving fortnightly payments or receiving a zero rate of Family Tax Benefit?

No ☐ Go to 150

Yes ☐ Go to next question

149 Have your partner’s residence details changed?

No ☐ Go to 157

Yes ☐ Go to next question

150 What country is your partner currently living in?

The country of residence is where you normally live on a long term basis.

Australia ☐ Go to next question

Other ☐ Country of residence

151 Has your partner EVER travelled outside Australia, including short trips and holidays?

This question assists us to verify your partner’s Australian residence.

No ☐ Go to next question

Not applicable – ☐ Go to next question

Never lived in Australia

Yes ☐ Give details below

Year your partner last entered Australia

Passport number

Country of issue

152 Is your partner an Australian citizen who was born in Australia?

No ☐ You will need to provide proof of your partner’s Australian residence status (e.g. citizenship papers, passport or other documentation).

Go to next question

Yes ☐ Go to 157
What is your partner’s country of birth?

What is your partner’s country of citizenship?
Australia  Date granted
Other  Give details below

Has your partner ever lived in Australia?
Yes  Go to next question

When did your partner start living in Australia?

Blended family details

Please read this before answering the following question

A blended family is a family with two or more children and:
• at least one of those children is a child of one member of
  the couple from a previous relationship, and
• at least one of the other children is a child of this
  relationship or the child of the other member of the
  couple from a previous relationship.

If your family is blended you can choose:
• for one parent to be paid all the Family Tax Benefit, or
• to split the payment between each parent at an agreed
  percentage.

Are you in a blended family?
Yes  Go to next question

Do you (and your partner) want to be paid your Family Tax
Benefit separately?
No  Go to 160

Accommodation and Rent Assistance details

Have you previously provided us with your accommodation
details?
Yes  Go to next question

Have these details changed?
Yes  Go to next question

Do you (and/or your partner) own a home but live elsewhere?
Yes  What is the reason you live away from the home you
  own?
  Travelling away from your home
  Being cared for away from your home
  Caring for someone away from your home
  Living away from home to study
  Other  Give details below
163 Which of the following best describes where you live?

In a place where you (and/or your partner) pay private rent (this includes site or mooring fees)  Go to 173

In a home you (and/or your partner) own or you own jointly with another person. This can include:
• paying it off (mortgage)
• a caravan, transportable home or boat  Go to 164

In a home which is owned by a private company or a private trust that you have an interest in  Go to 185

In accommodation which you (and/or your partner) have the right to use for life  Go to 168

In public housing (e.g. housing owned by the Housing Authority. This does not include paying rent to a Community Housing organisation.)  Go to 165

In a boarding house/hostel/private hotel  Go to 175

In accommodation where you pay no rent  Go to 185

Other (e.g. this could be where you (and/or your partner) do not have a fixed address) Give details below  Go to 185

164 Do you (and/or your partner) pay site, ground or mooring fees for the home you own (this could be for a caravan, transportable home or boat)?

No  Go to 185

Yes  Go to 173

165 Are you (and/or your partner) the primary tenant?

That is, your (and/or your partner's) name is on the tenancy agreement (lease) with the public housing authority.

No  Go to next question

Yes  Go to 173

166 Does the primary tenant pay rent at the market rate?

No  Go to next question

Not sure  Go to next question

Yes  Go to 174

167 Do you (and/or your partner) live with the primary tenant AND your (and/or your partner's) income has been taken into account by the public housing authority when calculating the rent?

No  Go to 185

Yes  Go to 174

168 Did you (and/or your partner) pay a sum of money and/or transfer assets to another person in return for this accommodation for life?

No  Go to next question

Yes  Go to 170

169 Tick which option describes how you (and/or your partner) obtained a life interest in a home without any exchange of money or transfer of assets:

Inherited the life interest  Go to 185

Have a formal agreement documenting your right to accommodation for life  Go to 185

Have an informal arrangement with children to live at their home and pay rent  Go to 170

Informal arrangement, no rent paid  Go to 185

Other  Give details below  Go to 170

170 What date did you (and/or your partner) make this payment/transfer?

/ /  Go to 173

171 Details of the payment/transfer

How much did you (and/or your partner) pay?

$  Go to 173

AND/OR

What assets were transferred?

Market value of assets transferred?

$  Go to 173

172 Details of the person or organisation that the payment/transfer was made to

Full name (of the person or organisation)

Address

Postcode  Go to 173
173 What type of accommodation do you (and your partner) live in?
- Private house or townhouse/unit/flat
- Community housing
- Defence housing
- Caravan/cabin/mobile home
- Boat
- Boarding house/hostel/private hotel
- Other

Go to next question

174 Please read this before answering the following question
Sharing your accommodation means that you have the right to use a kitchen, bedroom or bathroom with one or more persons. This includes ALL family members (except children which you are paid family assistance for), people who regularly stay at your accommodation and people who work away from home (e.g. truck drivers, miners, flight attendants or members of the armed forces).

Do you (and your partner) share your accommodation with other people?
- No
- Yes

175 Do you (and/or your partner) pay board and/or lodgings?
Board means you (and/or your partner) are provided with some regular meals.
Lodgings means no meals are provided to you (and/or your partner).

- No
- Yes

176 Can you separate the amounts you (and/or your partner) pay for board and/or lodgings?
- No
- Yes

177 How much do you (and/or your partner) pay per day, week, fortnight, four weeks or calendar month (e.g. rent, maintenance or site fees)?
This would be the total you (and/or your partner) pay for the property minus any subsidy/rebate, rent amount claimed as a business expense for taxation purposes OR contribution from another person or organisation.

- $ per

178 When did you (and/or your partner) start paying this amount?

179 Do you (and your partner) live in a boarding house, hostel, private hotel, hospital or disability housing?
- No
- Yes

180 What is the total amount of rent charged for the property per day, week, fortnight, four weeks or calendar month?

181 Details of your landlord, authorised agent or person you (and/or your partner) pay rent to
- Full name
- Address
- Postcode
- Contact phone number

182 Do you (and/or your partner) have a current lease or tenancy agreement with written evidence of the **CURRENT** amount of rent, fees, lodgings or board and lodgings you (and/or your partner) pay?

No ☐ Go to next question
Yes ☑️ Attach a full copy of your signed lease or tenancy agreement.

183 If you have a partner, are you currently living with them?

This question is to determine if you are eligible for a higher amount of Rent Assistance.

Do not have a partner ☐ Go to 185
No ☐ Go to next question
Yes ☑️ Go to 185

184 Is this separation: 
- for medical reasons? 
  - No ☐
  - Yes ☑️
- temporary? 
  - No ☐
  - Yes ☑️
- because your partner is in prison? 
  - No ☐
  - Yes ☑️

185 Income details 

Do you (and/or your partner) receive any payment(s) from the Department of Veterans’ Affairs?

No ☐ Go to next question
Yes ☑️ Give details below

### You

**Type of payment**
- Service Pension ☐
- Income Support Supplement ☐
- Veteran Payment ☐
- Age Pension ☐
- Other ☑️ Give details below

Department of Veterans’ Affairs reference number

Fortnightly amount When did you start to receive this payment $ / / 
Has this payment stopped? 
- No ☐
- Yes ☑️ When did this payment stop / / 

### Your partner

**Type of payment**
- Service Pension ☐
- Income Support Supplement ☐
- Veteran Payment ☐
- Age Pension ☐
- Other ☑️ Give details below

Department of Veterans’ Affairs reference number

Fortnightly amount When did you start to receive this payment $ / / 
Has this payment stopped? 
- No ☐
- Yes ☑️ When did this payment stop / / 

186 Please read this before answering the following question

Australian Government pensions and benefits are income support payments. For more information, please see An income support payment table in the Notes Booklet.

Are you receiving an income support payment?

No ☐ Go to 189
Yes ☑️ Go to next question

187 Please read this before answering the following question

You may be able to receive your Family Tax Benefit payment in the alternate week to your income support payments. This payment option may assist you with budgeting. By selecting this option any Family Tax Benefit, Double Orphan Pension and/or Carer Allowance (if received) will be paid in the alternate week to your income support payment.

Would you like to receive your payments in the alternate week to your income support payment?

No ☐
Yes ☑️

188 Do you have a partner?

No ☐ Go to 191
Yes ☑️ Go to next question
Use the following table to estimate your (and/or your partner’s) taxable income for Family Tax Benefit for 1 July 2018 to 30 June 2019. Your estimated annual income for Family Tax Benefit should be based on your (and/or your partner’s) income components as listed below.

**Note:** If you do not receive income from any of the following sources, please write $0 in the appropriate boxes.

<table>
<thead>
<tr>
<th></th>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Estimated taxable income from salary and wages</td>
<td>$</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>Estimated taxable income from lump sum payment(s)</td>
<td>$</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Estimated taxable income from business or self-employment</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Profit or Loss $</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>Estimated taxable income from investments</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Profit or Loss $</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>Estimated taxable income from real estate</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Profit or Loss $</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>Estimated taxable income from government pensions, benefits or payments</td>
<td>$</td>
</tr>
<tr>
<td><strong>G</strong></td>
<td>Other estimated taxable income</td>
<td>AUD</td>
</tr>
<tr>
<td><strong>T</strong></td>
<td>Total estimated taxable income (total of A to G)</td>
<td>$</td>
</tr>
</tbody>
</table>

Provide details of how much you (and/or your partner) expect to receive from any of the following in the 2018–2019 financial year.

**Note:** If you do not receive income from any of the following sources, please write $0 in the appropriate boxes.

<table>
<thead>
<tr>
<th></th>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Exempt reportable fringe benefits</td>
<td>Estimated amount $</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>All other reportable fringe benefits</td>
<td>Estimated amount $</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Reportable superannuation contributions</td>
<td>Estimated amount $</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>Total net investment losses</td>
<td>Estimated amount $</td>
</tr>
<tr>
<td></td>
<td>(If you entered a net loss for your taxable income from investments and/or real estate at question <strong>189 (D or E)</strong>, you should copy the amount of the loss here.)</td>
<td>$</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>Tax free pensions and benefits</td>
<td>Estimated amount $</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>Foreign income</td>
<td>Estimated amount AUD</td>
</tr>
<tr>
<td><strong>G</strong></td>
<td>Tax exempt foreign income</td>
<td>Estimated amount AUD</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Child support PAID</td>
<td>Estimated amount $</td>
</tr>
</tbody>
</table>
You

191 Please read this before answering the following question

You may be entitled to extra assistance if you have a partner and one of you commenced or returned to work after caring for a newborn child or a child who recently came into your care. This extra assistance is not available for any period in which you were receiving Parental Leave Pay.

For more information, see Return to work in the Notes Booklet.

Have you commenced or returned to work for the FIRST time after having a baby or after a period out of the workforce to care for a child who has recently come into your care?

No  You are not entitled to this extra assistance.

If you do commence or return to work for the FIRST time after caring for a baby or young child, who has recently come into your care, call us on 136 150.

Go to 195

Yes  Where you have not already advised us of this return to work, we will contact you to obtain more details about your return to work.

If you are already registered for online services, you can go online and complete the Family Assistance – Advise Return to Work service.

Go to next question

192 What date did you cease previous employment?

Never worked  

Previously worked  Date ceased work  / / 

193 Since commencing or returning to work, have you worked an average of at least 10 hours per week over a period of four consecutive weeks?

No  Go to next question

Yes  Date you commenced this work  / /  Go to 195

194 Since commencing or returning to work, have you been working less than 10 hours per week?

No  

Yes  

Your partner (if you have one)

191 Please read this before answering the following question

You may be entitled to extra assistance if you have a partner and one of you commenced or returned to work after caring for a newborn child or a child who recently came into your care. This extra assistance is not available for any period in which you were receiving Parental Leave Pay.

For more information, see Return to work in the Notes Booklet.

Has your partner commenced or returned to work for the FIRST time after having a baby or after a period out of the workforce to care for a child who has recently come into your care?

No  You are not entitled to this extra assistance.

If your partner does commence or return to work for the FIRST time after caring for a baby or young child, who has recently come into your care, call us on 136 150.

Go to 195

Yes  Where your partner has not already advised us of this return to work, we will contact you to obtain more details about your partner’s return to work.

If your partner is already registered for online services, they can go online and complete the Family Assistance – Advise Return to Work service.

Go to next question

192 What date did your partner cease previous employment?

Never worked  

Previously worked  Date ceased work  / / 

193 Since commencing or returning to work, has your partner worked an average of at least 10 hours per week over a period of four consecutive weeks?

No  Go to next question

Yes  Date your partner commenced this work  / /  Go to 195

194 Since commencing or returning to work, has your partner been working less than 10 hours per week?

No  

Yes  

Go to next question
**You**

**195** Please read this before answering the following questions

If you receive or are entitled to receive privately collected spousal maintenance from more than one payer copy page 37 covering questions 195 to 197.

Do you receive any privately collected spousal maintenance?

No  □  Go to 198

Yes □  Go to next question

**196** What is the amount of spousal maintenance you receive privately?

$ ___ per ___

Date this started / / __________

**197** From whom do you receive spousal maintenance privately?

Full name

**Your partner (if you have one)**

**195** Please read this before answering the following questions

If your partner receives or is entitled to receive privately collected spousal maintenance from more than one payer copy page 37 covering questions 195 to 197.

Does your partner receive any privately collected spousal maintenance?

No  □  Go to 198

Yes □  Go to next question

**196** What is the amount of spousal maintenance your partner receives privately?

$ ___ per ___

Date this started / / __________

**197** From whom does your partner receive spousal maintenance privately?

Full name
Payment options – to reduce your risk of an overpayment

Please read this before answering the following questions

All overpayments need to be paid back. There are several payment options which allow you to choose how and when you will receive Family Tax Benefit Part A and Part B. Choosing the right payment option can help you reduce the risk of an overpayment when we balance your payments after the end of the financial year.

For more information see Payment options—to reduce your risk of an overpayment in the Notes Booklet, or go to humanservices.gov.au/families

How do you want your Family Tax Benefit Part A to be paid?

Tick one box only

- Option 1 – All payments fortnightly
- Option 2 – The base rate fortnightly and any remainder after the end of the financial year
- Option 3 – A lump sum payment after the end of the financial year

How do you want your Family Tax Benefit Part B to be paid?

Tick one box only

- Option 1 – All payments fortnightly
- Option 2 – A lump sum payment after the end of the financial year

How do you want your Rent Assistance to be paid?

Tick one box only

- Option 1 – All payments fortnightly
- Option 2 – A lump sum payment after the end of the financial year

Will you claim Family Tax Benefit as a lump sum after the end of the financial year?

No ➤ Go to next question

Yes ➤ This form does not collect information for Family Tax Benefit for a previous financial year. If you want to be paid Family Tax Benefit for a previous financial year, you can claim an annual lump sum payment of Family Tax Benefit by logging into your Centrelink online account through myGov or complete the Claim for an annual lump sum payment of Family Tax Benefit form (FA048). Processing a form will take longer than if you claim online. ➤ Go to next question

Do you want to claim Family Tax Benefit for a previous financial year?

No ➤ Go to next question

Yes ➤ This form does not collect information for Family Tax Benefit for a previous financial year. If you want to be paid Family Tax Benefit for a previous financial year, you can claim an annual lump sum payment of Family Tax Benefit by logging into your Centrelink online account through myGov or complete the Claim for an annual lump sum payment of Family Tax Benefit form (FA048). Processing a form will take longer than if you claim online. ➤ Go to next question
# Document checklist

## 203 Please read this before answering the following question

At certain questions on this form, you may have been asked to attach documents. In the following list, tick the box next to each document you are providing. **Please provide original documents.**

Which of the following documents and other attachments are you providing with this form?

<table>
<thead>
<tr>
<th>Document Type</th>
<th>You</th>
<th>Your partner</th>
<th>Child</th>
<th>Child 1</th>
<th>Child 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Someone to deal with us on your behalf</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorising a person or organisation to enquire or act on your behalf form (SS313) (at question 14)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Australian residence</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizenship papers, passport or other documentation (at question 23 and/or question 152)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parental Leave Pay</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting documents outlining proposed adoption arrangement (at question 46)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parenting order or court order (at question 50)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof from the doctor, hospital and/or employer to confirm you were not able to work (at question 67)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Children details</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>See questions 87 to 144</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof of Birth has already been given to Human Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth Certificate or extract (at question 91)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adoption papers (at question 91)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal or other documents to support the change of care (at question 113)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parenting plan, court order or agreement (at question 125)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Forms to attach</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>See questions 91 or 97</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The completed Newborn Child Declaration (FA081)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child support details</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Court order or agreement for child support (at question 140)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capitalised maintenance (at question 142)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accommodation details</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full copy of your signed lease or tenancy agreement (at question 182)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Go to next question*
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

Statement

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.
- if my family’s combined actual income is more than $80,000 at the end of the financial year, I will not receive the Family Tax Benefit Part A supplement.
- if I underestimate my income and I am then found to have no entitlement to Family Tax Benefit Part A or Part B for two consecutive years after the balancing of my payments has occurred, I may no longer be able to receive Family Tax Benefit as fortnightly payments.
- any money I owe will need to be paid back.
- if I owe money to the Australian Government Department of Human Services, some or all of the amount owed may be recovered from my tax refund and/or my Centrelink or family assistance payments, including Family Tax Benefit arrears, lump sum, top up and end of year supplement payments even if I am making regular repayments.
- my Family Tax Benefit top up payments and end of year supplement payments can also be used to offset a tax debt.
- the Australian Government Department of Human Services can make relevant enquiries to make sure I receive my correct entitlement.

Your signature

[Signature]

Date

/ / 

Your partner’s signature (if applicable)

[Signature]

Date

/ / 

You can upload the back page of the Newborn Child Declaration (FA081) as proof of birth for your newborn child. Find out more at humanservices.gov.au/proofofbirth