



申报工作收入，如今更加便捷

我们正在努力简化您申报工作收入和个人情况变化的方式

我们的自助服务选项使申报过程更加简单便捷。今后将不再向大多数客户邮寄纸质申报单。从现在起，您将可以选择通过 **SMS**、电邮或在线信件收取申报通知。

除非您要求，否则今后您将不必再使用纸质申报单。您可以选择以下自助服务来申报您的收入和所有个人情况变化，包括：

在线申报

如果您有一个 Centrelink online account，就可以在 humanservices.gov.au/online 登录账户进行申报。

如果您没有账户，就需要注册一个。具体做法请参阅本资料单背面的在线申报步骤。

使用 Express Plus mobile app 进行申报

您可以使用我们的 Express Plus apps 随时随地申报您的收入和个人情况变化。在 App Store 或 Google Play 都可以下载 Express Plus app 到您的智能设备。

您还可以使用 phone self service 申报。请在您的定期申报日当天的 8am 至 5pm 之间拨打 **133 276 (13 'EARN')**，申报您的收入和个人情况变化。打电话时您需要提供您的 Customer Access Number 和 Personal Identification Number (PIN)。如果您没有六位数字的 PIN 码，可以致电 **136 240** 注册一个。

若您仍然收到了邮寄的纸质申报单，还是可以选择使用 self service 进行申报。您可以到我们的服务中心通过 self service terminals 进行在线申报，或找 Customer Service Officer 登记您的申报信息。

我将以何种方式接收申报通知和提醒？

届时您将以下列任一种方式接收申报通知和提醒。

Self Service

- 如果您选择通过自助服务进行申报，包括 Centrelink online account、Express Plus app 或 phone self service，将会通过这些服务接收到有关未来申报要求（如下次申报日期）的信息。

Online Letters

- 如果您注册在线接收 Centrelink 邮件，就会通过这项服务接收到您的申报提醒和其它通知。如果没有注册，则可登录您的 Centrelink online account 注册接收在线信件。

Electronic Messaging

- 如果您订阅了 Electronic Messaging，就会通过电邮或 SMS（而非信件）收到申报通知和提醒。

如果您不使用在线账户进行申报，或未订阅 **Online Letters** 或 **Electronic Messaging**，就会继续收到邮寄的纸质申报通知和提醒。

我需要做些什么？

您可以上网或使用 Express Plus mobile apps 轻松申报您的工作收入，也可以使用 phone self service 或前往 service centre 进行申报。请务必在定期申报日当天的 8am 至 5pm 之间进行申报，以免延误支付给您的补贴。您还需要说明自己的详细求职过程以及您或您的配偶在过去两周的收入。

请记住，申报时还需要说明您的个人情况是否有任何变化。

使用自助服务申报时，需要提供与纸质申报单相同的资料。

如何在线申报

1. 登录 **humanservices.gov.au/online**
如果您没有在线账户，就需要注册一个。
2. 登入您的 **Centrelink online account**。
3. 从左侧菜单中选择 **“Report Employment Income”**（申报工作收入）。
4. 仔细阅读 **“About this service page”**（关于该服务页面）的说明信息。其中包含您的申报期日期安排和可能需要您提供的其它信息。
5. 如果您的个人情况发生变化，请选择 **“Yes”**（是）并说明相关变化。
6. 之后会显示 **“Employers recently worked for”**（最近受雇于）。选择 **“Add New Employer”**（添加新雇主）按钮可添加一名新雇主。
7. 输入您在申报期内的总收入和工作小时数。
总收入是指税前收入。必须注明申报期内为之工作过的所有雇主的详细信息。
8. 输入申报期内其它来源的收入，包括带薪休假。
9. 如果您有配偶在此申报期内有收入，请输入配偶的相关详细信息。
10. 如果您处于就业能力核查（**Activity Test**）阶段或在领取待业津贴（**Participation Payment**）则需要就获得批准的求职培训活动回答相应问题。
11. 如果您没有参与求职培训活动，请回答 **“No”**（否）并说明原因。
12. 检查所填的资料并选择 **“Submit”**（提交）。
13. 您可以打印此回执单页面作为凭据。

届时将提供有关您下次津贴和申报日期的详细信息。

您将收到一个回执单号和您的申报资料概要。若收到消息提醒您联系我们，请及时与我们联系。



Making it easier to report employment income

We're improving the way you report your employment income and changes to your circumstances.

Our self service options provide an easier and more convenient way to report. Most customers will no longer be sent a paper reporting form in the mail. You will now receive your future reporting notifications by your choice of either SMS, email or online letter.

You will no longer need to report using a paper form unless you request to report this way. You can report your income and all changes to your circumstances by using the self service option of your choice including:

Reporting online

If you already have a Centrelink online account, you can log on to your account and report online at humanservices.gov.au/online

If you do not have an account, you will need to register for one. Please refer to the back of this fact sheet for step-by-step instructions on how to report online.

Reporting using Express Plus mobile apps

You can report your income and changes to your circumstances on the go by using one of our Express Plus apps. You can download an Express Plus app to your smart device from the App Store or Google Play.

You can report using phone self service. You can call **133 276 (13 'EARN')** between 8am and 5pm on your regular reporting day to report your income and changes to your circumstances. You'll need to provide your Customer Access Number and Personal Identification Number (PIN) when you call. If you don't have a six-digit PIN, you can call **136 240** to register and get one.

If you are still sent a paper reporting form in the mail you can choose to report using self service. You can report online at one of our service centres using our self service terminals, or speak with a Customer Service Officer who can record your reporting information.

How will I receive my reporting notifications and reminders?

You will receive your reporting notifications and reminders from one of the options below.

Self Service

- If you choose to report via self service including your Centrelink online account, an Express Plus app or phone self service, the information about your future reporting requirements (such as the next date you are due to report) will be provided to you.

Online Letters

- If you are registered to receive your Centrelink letters online, you will receive your reporting reminders and other notifications from this service. If not, you can register to receive your letters by logging on to your Centrelink online account.

Electronic Messaging

- If you are subscribed to Electronic Messaging, you will receive your reporting notifications and reminders by email or SMS instead of letters.

You will continue to receive your reporting notifications and reminders by paper if you do not report via your online account or are not subscribed to Online Letters or Electronic Messaging.

What do I need to do?

You can conveniently report your employment income online or by using Express Plus mobile apps. You can also report using phone self service or in a service centre. Make sure you do this on your regular reporting day between 8am and 5pm so there are no delays to your payment. You will also need to provide details of your job search efforts and any income you or your partner have earned in the past fortnight.

Remember, when you report, you also need to tell us if there are **any changes to your circumstances**.

When reporting using self service, you will still need to provide the same details as you would on the paper form.

How to report online

1. Go to **humanservices.gov.au/online**
If you do not have an online account, you will need to register for one.
2. Access your Centrelink online account.
3. Select 'Report Employment Income' from the left hand menu.
4. Carefully read the information on the 'About this service page'. This contains the dates for your reporting period and other information you may need to provide.
5. If there have been changes to your circumstances, select 'Yes' and provide these details.
6. 'Employers recently worked for' will be displayed. Add a new employer by selecting the 'Add New Employer' button.
7. Enter your gross income earned and the hours you worked during the reporting period.
Your gross income is the amount you earned before tax. You must include details for all employers you have worked for in the reporting period.
8. Enter any income earned from other sources during the reporting period, including paid leave.
9. If you have a partner who has earned income during this reporting period, enter these details.
10. If you are on an activity test or participation payment, you will need to answer questions about your approved activity.
11. If you have not undertaken your approved activity, answer 'No' and provide a reason.
12. Review your details and select 'Submit'.
13. You can print this receipt page for your records.

Important information will be provided including details of your next payment and your next reporting date.

You will be provided with a receipt number and summary of the details you have reported. You only need to make further contact if you receive a message advising you to contact us.