Relationship details
Separated under one roof

When to use this form
Use this form to tell us about your relationship with a person you are separated from, but live under the same roof as, so we can assess your correct entitlement to payment at either the single or partnered rate. This may be for future entitlements, or payments received in the past.

We generally require a completed form from both yourself and the third party identified in this form for an assessment to be completed.

How do we assess your relationship?
The Australian Government Department of Human Services will assess your relationship based on the following 5 factors:

- financial arrangements
- nature of the household
- social aspects of the relationship
- presence or absence of sexual relationship
- nature of commitment.

Relationships and safety concerns
If you need to tell us about a change in your living arrangements or relationship and you are concerned about your safety, there may be help we can provide. We can support you if you are in, have left, or are preparing to leave a family and domestic violence situation.

If you are affected by family and domestic violence, call 132 850 Monday to Friday, between 8 am and 5 pm, local time and ask to speak to a departmental social worker.

For more information, go to humanservices.gov.au/domesticviolence or call 000 if you are in immediate danger.

If you cannot answer the questions
It is important that you answer all the questions and give as much detail as you can. If you are unable to give any of the information asked for, say so on the form. There are penalties for giving false or misleading information.

Online services
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.

Definition of a partner
If you have a partner, we generally consider you a member of a couple. Under social security and family assistance law, we consider you a member of a couple if you are either:

- married
- in a registered relationship
- in a de facto relationship.

We do not consider you a member of a couple if you are living separately and apart on a permanent or indefinite basis.

You may still be a member of a couple if you are not physically living with your partner. For example, your partner may fly-in fly-out or live away for work, such as military or oil rig workers.

For more information, go to humanservices.gov.au/moc
Important information

Return this form and any supporting documents to us within 14 days so we can assess your correct entitlements. If you cannot do this within 14 days, you must contact us at the earliest possible date to discuss.

If you are making a claim, you must return this form and all supporting documents at the same time you lodge your claim form. If you do not return all documents, your claim may not be accepted. The only exception will be if you are waiting for medical evidence or other documents from a third party.

For more information

Go to humanservices.gov.au/moc or visit one of our service centres.

Call us on:

- ABSTUDY 1800 132 317
- Disability and Carers 132 717
- Employment Services 132 850
- Families 136 150
- Older Australians 132 300
- Youth and Students 132 490

We can translate documents you need for your claim or payment 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.
Filling in this form

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this ☑ Go to 1 skip to the question number shown. You do not need to answer the questions in between.

Your details

1 Your Centrelink Reference Number (if known)

Your name
Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Family name
First given name
Second given name

Your date of birth
/
/

2 Your permanent address

Postcode

3 Read this before answering the following question.

We may decide you are a member of a couple based on an assessment of your relationship or living arrangements with your ex-partner. See Notes on page 1. Where the words ‘other person’ appear in this form, they refer to your ex-partner you name below.

Other person’s family name
Other person’s first and second given name(s)
Other person’s date of birth
/
/
Other person’s phone number

4 Have you been married to, or been in a registered relationship or in a de facto relationship with the other person?

No ☑ STOP Do not complete this form.
Call us on the number relevant to your payment listed on Notes page 2.

Yes ☑ Go to next question

5 Are you separated from the other person?

No ☑ STOP Do not complete this form.
Call us on the number relevant to your payment listed on Notes page 2.

Yes ☑ Go to next question

6 Are you living at the same address as the other person?

No ☑ STOP Do not complete this form.
Call us on the number relevant to your payment listed on Notes page 2.

Yes ☑ Go to next question

7 When did you separate from the other person?

/
/
8 Have you lived at different addresses from each other at any time since separating?
   No  ➤ Go to next question
   Yes  ➤ Give details below

   Reason and duration of the separate addresses
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................

9 How long do you intend to live at the same address with the other person?
   ........................................................................................................................................

10 Give the reason(s) why you intend to live with the other person for this length of time.
   ........................................................................................................................................
   ........................................................................................................................................

11 Do you think that there is any possibility that you and the other person will get back together again?
   No  ➤ Go to next question
   Not sure  ➤ Give details below
   Yes  ➤ Give details below

   Details of when you will get back together again
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................

12 Since separating, how has your relationship changed and how does it differ to that of a married, registered or de facto couple?
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................

13 Have you applied to legally terminate your relationship?
   Not ➤ Go to next question
   applicable
   No  ➤ Explain why not
   Yes  ➤ Give details of the action taken and the date the application was made

14 Since separating, have you and the other person claimed to be a member of a couple for any reason?
   No  ➤ Go to next question
   Yes  ➤ Give details below

15 Do you or the other person own the home you currently live in (including paying it off)?
   No  ➤ Go to 22
   Yes  ➤ Give details below

   Home is jointly owned with the other person  ➤ Go to 16
   I solely own the home  ➤ Go to 19
   Home is jointly owned with a third party  ➤ Go to 20
   Home is owned by the other person  ➤ Go to 20

16 Who pays for the following?
   The council rates
   ........................................................................................................................................
   The water authority
   ........................................................................................................................................

17 Is your home still being paid off?
   No  ➤ Go to next question
   Yes  ➤ What are the total mortgage repayments?
   $  per month
   How much of this do YOU pay?
   $  per month
   Provide your latest loan account statement.
18 Has the home been listed for sale?
   No
   Not yet but plan to list
   Yes

19 Have property settlement proceedings commenced?
   No  Go to next question
   Yes  Give details of progress

20 Since your separation have there been any structural alterations to the home?
   No  Go to 25
   Yes  Give details of the alterations

21 Were the alterations jointly financed?
   No  Go to 25
   Yes  Who financed them?

22 Do you pay rent at the place where you currently live?
   No  Go to 24
   Yes  Give details below

23 Is there a tenancy agreement (lease) for the rent at this address?
   No  Go to 25
   Yes  Provide a full copy of your signed lease or tenancy agreement.

24 Do you pay board and/or lodgings at your current address?
   No  Go to next question
   Yes  Give details below

25 Do you share any other real estate assets jointly with the other person, such as investment properties, business properties, caravan sites or moorings?
   No  Go to next question
   Yes  Give details below

26 Does anyone else, including the other person, pay for accommodation at your current address?
   No  Go to next question
   Yes  Give details below

27 Have you indicated that you own, or pay rent or board/lodgings for the place where you currently live?
   No  Go to next question
   Yes  Go to 29
28 Give details about why you do not pay for your accommodation.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

29 Do you or the other person pay for accommodation at any other address?

No □ Go to next question
Yes □ Give details below

Other address

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What is the amount paid for this accommodation?
$________ per week

30 Does the place where you live have more than one living area such as a granny flat, caravan or converted garage?

No □ Go to 32
Yes □ What type of living area?

Tick ALL that apply

- Granny flat □
- Caravan □
- Converted garage □

Other □ Give details below

31 Give details of who lives in the additional living area(s).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

32 Do you and the other person eat together at meal times?

No □ Go to next question
Yes □ How often?

33 Do you and the other person prepare meals for each other?

No □ Go to next question
Yes □ Give details below

How often and why?

________________________________________________________________________

________________________________________________________________________

34 Do you and the other person use the same kitchen?

No □ Give details on how you and the other person access a kitchen

Yes □ Give details on your sharing arrangements

35 Do you and the other person use the same laundry?

No □ Give details on how you and the other person access a laundry

Yes □ Give details on your sharing arrangements

36 Do you and the other person use the same bathroom?

No □ Give details on how you and the other person access a bathroom

Yes □ Give details on your sharing arrangements
37. Do you and the other person use the same bedroom?
   - No  Go to next question
   - Yes  Give details on your sharing arrangements

38. Are there any other rooms or areas of the home that are for your sole use and not shared with the other person?
   - No  Go to next question
   - Yes  Describe the areas

39. Read this before answering the following questions.
   Under social security law, we need to ask the following questions as one of the considerations for assessing your relationship status.

   Do you have a sexual relationship with the other person?
   - No  
   - Yes  

40. Are you and the other person free to form a sexual relationship with other people?
   - No  
   - Yes  

41. Do you and the other person provide care or practical support/help to each other in any of the following circumstances?
   - Illness
     - No  
     - Yes  Give details below
   - Personal crisis
     - No  
     - Yes  Give details below

42. Since separating, do you and the other person holiday together or plan to go on holiday together in the future?
   - No  Go to next question
   - Yes  Give details on how often or when

43. Do relatives, friends or regular associates (including social media contacts) consider you and the other person to be partnered?
   - No  Go to next question
   - Yes  Why? Give details below

44. Are you and the other person invited out as a couple?
   - No  Go to next question
   - Yes  Give details of the events or occasions

45. Do you share social and leisure activities with the other person (for example, sporting events, family occasions, movies)?
   - No  Go to next question
   - Yes  What sort of activity and how often?
46 Is the other person employed?
No ❏ Go to next question
Yes ❏ Give details of the other person’s employer

Employer’s name

Address

Phone number

Who is listed as the other person’s emergency contact at work?

47 Do you currently claim the other person as a dependent for taxation purposes?
No ❏ Go to next question
Yes ❏ Is this as a dependent spouse or as a housekeeper?

Tick ALL that apply
Dependent spouse ❑
Housekeeper ❑

48 What names appear on your Medicare card?
Name 1

Name 2

Name 3

Provide a copy of your Medicare card.

49 Do you and the other person have any joint accounts (including bank, credit and store cards)?
No ❏ Go to next question
Yes ❏ Give details below

Provide a copy of latest statement(s) of your current joint account(s).

50 Do you have access to any of the other person’s accounts (including bank, credit and store cards)?
No ❏ Go to next question
Yes ❏ Give details below

If you have access to more than 1 account, provide a separate sheet with details.
51 Does the other person have access to any of your accounts (including bank, credit and store cards)?

No  Go to next question

Yes  Give details below

1 **Name of financial institution the account is held with**

**Type of account**

**Name(s) account is held in**

............................................................................................................................................................

**Why does the other person have access to this account?**

............................................................................................................................................................

............................................................................................................................................................

If the other person has access to more than 1 account, provide a separate sheet with details.

52 Do you and the other person have any outstanding joint debts on credit cards, hire purchase, store accounts or personal loans?

No  Go to next question

Yes  Give details below

1 **Describe the debt type**

**Date when debt occurred**

/  /

**Arrangement(s) for repaying this debt**

............................................................................................................................................................

**What are the arrangements for separating the debt?**

............................................................................................................................................................

2 **Describe the debt type**

**Date when debt occurred**

/  /

**Arrangement(s) for repaying this debt**

............................................................................................................................................................

**What are the arrangements for separating the debt?**

............................................................................................................................................................

If you have more than 2 debts, provide a separate sheet with details.

53 Since separating, have you and the other person been guarantor for one another?

No  Go to next question

Yes  Give details below

**Who was the guarantor?**


**Date of the guarantee**

/  /

54 Give information about the payment of the following household bills.

**Phone/Internet:**

Do you share the payment of either a land line, internet or mobile phone with the other person?

No  Who pays it?

Yes  What is the arrangement for sharing the payment?

............................................................................................................................................................

**Electricity:**

Do you share the payment with the other person?

No  Who pays it?

Yes  What is the arrangement for sharing the payment?

............................................................................................................................................................

**Gas:**

Do you share the payment with the other person?

No  Who pays it?

Yes  What is the arrangement for sharing the payment?

............................................................................................................................................................

Provide a copy of each of the most recent bills.
Do you or the other person own a vehicle (for example, car)?

No  ➤ Go to next question
Yes  ➤ Give details below

Vehicle 1

Is the vehicle jointly owned?
No  ➤ Who owns the vehicle?

Yes  ➤ When was the vehicle purchased?

Registration number

Do you share the use of the vehicle?
No

Yes  ➤ Provide details of the sharing arrangements

Who is responsible for the running costs?
I am
The other person is
We both are
Third party is  ➤ Who?

Vehicle 2

Is the vehicle jointly owned?
No  ➤ Who owns the vehicle?

Yes  ➤ When was the vehicle purchased?

Registration number

Do you share the use of the vehicle?
No

Yes  ➤ Provide details of the sharing arrangements

Who is responsible for the running costs?
I am
The other person is
We both are
Third party is  ➤ Who?

If you (and/or the other person) have more than 2 vehicles, provide a separate sheet with details.

What are the arrangements for paying for food and housekeeping items for this household?

Who pays?

Who does the shopping?

What are the arrangements for doing the following household tasks?

Cleaning

Washing

Gardening

General maintenance

Do you and the other person have any jointly owned household goods?

No  ➤ Go to 60
Yes  ➤ Give details below

Have you and the other person made arrangements for the jointly owned household goods should either of you move out?

No  ➤ Go to next question
Yes  ➤ Give details below
60  Do you and the other person share joint private medical insurance?
- No  Go to next question
- Yes  Give details below

Who pays for the medical insurance?

What are your plans for this policy since separating?

61  Do you and the other person hold any other joint insurance policies together?
- No  Go to 64
- Yes  Give details below

What type of policy is it (for example, house and/or contents insurance, life insurance, vehicle insurance)?

62  Do you plan to cancel or alter this/these joint insurance policies?
- No  Go to next question
- Yes  Go to 64

63  Give details on why you do not plan to cancel or alter the joint insurance policies

64  Is the other person nominated as a beneficiary under your will, superannuation or life insurance?

**Will**
- Do not have
- No
- Yes

**Superannuation**
- Do not have
- No
- Yes

**Life Insurance**
- Do not have
- No
- Yes

65  Are there children regularly living or staying at your address?
- No  Do not answer questions 66 to 74. Go to 75.
- Yes  Go to next question

66  Give details of those children.

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<th>Child 1</th>
<th>Family name</th>
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If there are more than 3 children who regularly live or stay at your address, provide a separate sheet with details.
67 Do you and the other person both look after the children?
No □ Go to next question
Yes □ What are the current care arrangements for the children?

68 Who is the primary carer?

69 How often does the other person visit the school/sporting/leisure outings with, or on behalf of the children?

70 Do you both help decide matters about the education and development of the children?
No □
Yes □

71 Are the children aware of your separation?
No □ Give details below
Yes □ Go to next question
Explain why the children are not aware

72 Has the children’s school been made aware of the separation?
No □ Give details below
Yes □ Go to next question
Explain why they have not been made aware

73 Have you and the other person discussed or made any child support arrangements?
No □ Go to next question
Yes □ What are the arrangements?
Private Collect □
Child Support Collect □ Go to 75

74 Why have you not made any child support arrangements?

75 Do any additional people live or regularly stay with you, or use your accommodation as a base away from home?
No □ Go to next question
Yes □ Give details of each person below

1 Full Name

Date of birth / /

What is your relationship to this person?

How often and when do they stay?

2 Full Name

Date of birth / /

What is your relationship to this person?

How often and when do they stay?

If there are more than 2 people who live or regularly stay at your address, provide a separate sheet with details.

76 Is there anything else you would like to tell us about your current circumstances that has not already been covered?
No □ Go to next question
Yes □ Give details below
77 Are there any other things that you are not able to write down that you would like to talk about in a phone interview?

No ☐ Go to next question
Yes ☐ Give details below

What is the best phone number to call you on?

What is the best time to call you?

78 Did someone help you complete this form?

No ☐ Go to next question
Yes ☐ Give details below

Name of the person who gave you help

Provide details on why you needed help to complete this form

We may contact you for clarification on any of the information you have provided in this form.

79 Which of the following documents are you providing with this form?

Your latest loan account statement
(if you answered Yes at question 17)

☐

Proof of structural changes
(if you answered Yes at question 20)

☐

Copy of signed current lease or tenancy agreement
(if you answered Yes at question 23)

☐

Copy of Medicare card
(see question 48)

☐

Copy of latest statement(s) of your current joint account(s)
(if you answered Yes at question 49)

☐

Copy of most recent bills
(if you answered Yes at question 54)

☐

80 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We need to collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to humanservices.gov.au/privacy

Declaration

81 I declare that:

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

I understand that:

• if submitting this document as part of a claim, the claim may not be accepted unless supporting documents are lodged at the same time as the claim. The only exception will be if I am waiting for medical evidence or other documents from a third party.

• the Australian Government Department of Human Services can make relevant enquiries to make sure that correct entitlements are received.

• if I am receiving a payment or benefit from the Australian Government Department of Human Services, I must notify the Australian Government Department of Human Services of any change(s) to this information within 14 days of the change(s) occurring.

• giving false or misleading information is a serious offence.

Your signature

Date / / 

82 Your latest loan account statement
(if you answered Yes at question 17)

☐

Proof of structural changes
(if you answered Yes at question 20)

☐

Copy of signed current lease or tenancy agreement
(if you answered Yes at question 23)

☐

Copy of Medicare card
(see question 48)

☐

Copy of latest statement(s) of your current joint account(s)
(if you answered Yes at question 49)

☐

Copy of most recent bills
(if you answered Yes at question 54)

☐

Returning your form

Return this form and any supporting documents:

• online using your Centrelink online account. For more information, go to humanservices.gov.au/submitdocumentsonline

• by post to

  Department of Human Services
  PO Box 7802
  CANBERRA BC ACT 2610

• in person at one of our service centres, if you are not able to use your Centrelink online account.