



# Notes for Claim for Family Assistance

## When to use this form

Use this form to claim for family assistance or you can go online at [www.familyassist.gov.au](http://www.familyassist.gov.au) to complete your claim for family assistance instead.

Use this form if you wish to receive family assistance payments by fortnightly instalments. You can claim an annual lump sum payment of Family Tax Benefit online at [www.familyassist.gov.au](http://www.familyassist.gov.au) or by completing the ***Claim for an annual lump sum payment of Family Tax Benefit*** form (FA048).

If you complete your claim for family assistance online and you are eligible, you should receive your family assistance payment(s) faster (as short as 14 days) by claiming online than if you complete this claim form. Any claim for Parenting Payment may not be finalised until after your claim for family assistance has been finalised.

**Baby Bonus** — is an income tested payment for each child born or adopted to eligible families. Baby Bonus helps with the cost of a new baby or adopted child and is paid in 13 equal fortnightly instalments.

Before parents can be paid Baby Bonus they need to register (or have applied to register) the birth of the newborn child with their state or territory registry. This is not a requirement for people whose child is born outside Australia or has been adopted.

If you are claiming Baby Bonus, you **must lodge** a claim **within 52 weeks** of the child's birth, or in the case of adoption, within 52 weeks of the child entering your care.

**Maternity Immunisation Allowance** — is a non-income tested payment to encourage parents to immunise their children. It is generally paid in two separate amounts for children who have been fully immunised and are aged between 18 months and 24 months and again between 4 and 5 years of age. You may also be eligible for Maternity Immunisation Allowance if your child has an immunisation exemption. It can also be paid for children adopted from outside Australia who entered Australia before their 16th birthday.

**Family Tax Benefit** — is a payment to help families with the cost of raising children. It is worked out from your family's total annual income and the ages and number of dependent children in your care. To be eligible for Family Tax Benefit you must have at least 35 per cent care of a child. If you have children in your care between 14 per cent and less than 35 per cent of the time, this form should be used to apply for any additional family assistance entitlements.

If you are eligible, you should receive advice about your family assistance payment(s) **within 28 days** of lodging this form and any requested documents.

For Family Assistance Office purposes a person is considered to be your partner if you and the person are living together, or usually live together, and are married, or in a registered relationship (opposite-sex or same-sex), or in a de facto relationship (opposite-sex or same-sex).

The Family Assistance Office considers a person to be in a de facto relationship from the time they commence living with another person as a member of a couple.

**Keep these Notes (pages 1 to 23) for your information.**

## For more information

Go online at [www.familyassist.gov.au](http://www.familyassist.gov.au) or call the Family Assistance Office on **13 6150** or visit your local Family Assistance Office.

To speak to the Family Assistance Office in languages other than English, call **13 1202**.

For information in languages other than English visit Multilingual at [www.familyassist.gov.au](http://www.familyassist.gov.au)

**Note:** Calls from your home phone to the Family Assistance Office 13 numbers from anywhere in Australia are charged at a fixed rate. That rate may vary from the price of a local call and may also vary between telephone service providers. Calls to 1800 numbers from your home phone are free. Calls from public and mobile phones may be timed and charged at a higher rate.

The Family Assistance Office is located in all Medicare offices and Centrelink Customer Service Centres.

## Online Services

You can claim family assistance online at [www.familyassist.gov.au](http://www.familyassist.gov.au) – you should receive your family assistance payment(s) faster (as short as 14 days) than if you complete this claim. Processing this form will take longer and you should receive advice about your family assistance payment(s) within 28 days of lodging this form and any requested documents.

## If you have a hearing or speech impairment

**TTY Service** FreecallTM **1800 810 586**. A TTY phone is required to use this service.

## Interpreters and translations

If you need an **interpreter** or **translation** of any documents for Family Assistance Office business, we will arrange this for you free of charge.

## Returning your form

Check that you (and your partner) have answered all the questions you need to answer and that you have signed and dated the form.

If you do not wish to claim online, please complete this form and return it (with any requested documents) as soon as possible by post to

**Family Assistance Office**  
**Reply Paid 1571**  
**ADELAIDE SA 5001.**

Alternatively, you can return your form to any Family Assistance Office, located in all Medicare offices and Centrelink Customer Service Centres.

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Personal information is protected by law, including the *Privacy Act 1988*. The authority to collect this information is contained in family assistance law.

The information you provide on this form will be used to determine your eligibility for, and provide payments and services to you and, where relevant, third parties (for example, other family members). Certain information may also be used to detect or prevent fraud and/or recover overpayments.

The Family Assistance Office may give some or all of your information to the Department of Human Services, the Department of Families, Housing, Community Services and Indigenous Affairs and partner agencies including Centrelink and Medicare Australia for the purposes of assessing, delivering and monitoring these payments and services provided to you.

The Family Assistance Office may also disclose limited information (for example, income) about you to other parties when your circumstances affect their entitlement to payments and services.

In order to collect relevant immigration records, the Family Assistance Office will disclose information needed to identify you, and where applicable your partner and child(ren), to the Department of Immigration and Citizenship.

Limited personal information may be used to conduct customer research run by the Family Assistance Office, its partner agencies, the Department of Families, Housing, Community Services and Indigenous Affairs, the Department of Human Services or by research organisations on their behalf. Your participation in customer research is valued, however, if you do not wish to take part, please call the Family Assistance Office on **13 6150**.

The Family Assistance Office can give your information to other persons, bodies or agencies without your permission in circumstances where Commonwealth legislation requires or authorises the disclosure. For example, the Family Assistance Office usually gives some or all of your information about income and taxation matters to the Australian Taxation Office and the Child Support Agency for their use.

For more information about privacy, call the Family Assistance Office on **13 6150** or go to our website at **[www.familyassist.gov.au](http://www.familyassist.gov.au)**

## Baby Bonus

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Baby Bonus helps with the costs of a newborn baby or adopted child. Baby Bonus is paid per eligible child. This means that a mother who gives birth to twins would receive a Baby Bonus payment for each child.

Baby Bonus can also be paid if you have a stillborn child or a child who dies shortly after being born.

You must also meet Australian residence requirements for family assistance purposes (see *Notes—11*).

Baby Bonus is payable to families whose estimated combined adjusted taxable income is \$75,000 or less in the 6 months following the birth of a child or the child's coming into your care. For more information about estimating your income see *Notes—12*.

Baby Bonus is paid in 13 equal fortnightly instalments.

You can claim Baby Bonus for adopted children who enter your care before they are 16 years of age.

To get this payment:

- you must be eligible for Family Tax Benefit for your child (or would be eligible except for the income test) within 26 weeks of your child's birth or in the case of adoption, within 26 weeks of the child being entrusted into your care
- if you have taken on care of a child, you must be likely to care for the child for at least 26 weeks
- you must lodge your Baby Bonus claim with the Family Assistance Office within 52 weeks of the birth of your child or in the case of adoption, within 52 weeks of the child coming into your care.

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### 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.

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

If you do not apply to register the birth of your child within 52 weeks of your child's birth, you cannot be paid.

\* 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.

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### Income Management for the Northern Territory Emergency Response

For more information about Income Management and to see if this affects you, call the Centrelink Indigenous Call Centre on **13 6380**.

### What is Family Tax Benefit?

Family Tax Benefit is a payment to help you with the costs of raising your dependent children. 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 21 and full-time students aged 21–24.

Family Tax Benefit Part B provides extra assistance to single parent families and families with one main income. Family Tax Benefit Part B is subject to an income test and can be paid until the youngest child in your care turns 16 (or until the end of the calendar year in which they turn 18 if they are a full-time student).

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### 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 an approved care organisation
- provide care to an eligible child (see *Notes—11*)
- 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 *Notes—11*).

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### Large Family Supplement

If you care for 3 or more dependent children for whom you receive Family Tax Benefit, you may also be entitled to Large Family Supplement. It is paid for each child after the second. You do not need to lodge a separate claim.

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### Multiple Birth Allowance

You may be entitled to Multiple Birth Allowance if you care for triplets or larger multiple births for whom you receive Family Tax Benefit. Multiple Birth Allowance will be paid until the children are 16 years old and will be added to your Family Tax Benefit. You do not need to lodge a separate claim.

If you have at least 3 children from the same birth set, in full-time study, Multiple Birth Allowance may continue to be paid until the end of the calendar year in which they turn 18 years of age.

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### Shared care

Shared care is when any of the children for whom you are claiming Family Tax Benefit spend some of the time, 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 or court order, or your care arrangements differ from those specified in the plan or order, you will need to provide an agreed percentage of care or an agreed care arrangement for the care period. The Family Assistance Office 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 share the care of your child for 14 per cent to less than 35 per cent of the time you will not be entitled to receive Family Tax Benefit, Baby Bonus or Maternity Immunisation Allowance payments, but you may be entitled to receive additional family assistance.

If you have care of your children for more than 65 per cent of the time, you may be entitled to all of the Family Tax Benefit.

Percentage of actual care for the child	Percentage of Family Tax Benefit you may receive
0% to less than 14%	0%
14% to less than 35%	0%
35% to less than 48%	25% plus 2% for each percentage point over 35%
48% to 52%	50%
More than 52% to 65%	51% plus 2% for each percentage point over 52%
More than 65% to 100%	100%

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.

*For example:*

**Danny and Maria share care of Lewis.**

They do not have a formal agreement but have an informal agreement where Lewis spends each alternate weekend (Friday and Saturday nights) and half the school holidays with Danny, and the rest of the time with Maria.

Half the school holidays is 6 weeks	(42 days)	+
Each alternate weekend	(2 x 20 = 40 days)	=
Total days in Danny's care	<u>82</u>	

As a percentage, 82 days divided by 365 days (the number of days in the care period, in this case the full financial year) = 22.4%. This is rounded down to 22%.

Danny is assessed as having 22% care and Maria as having 78% care.

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
- Remote Area Allowance
- Child Care Benefit.

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

Please ask the Family Assistance Office for the ***Details of your child's care arrangements*** form (FA012) to help calculate your percentage of care.

If you think the number of nights the child is in your care doesn't accurately reflect the amount of time you have care, you can instead choose to tell the Family Assistance Office the total number of days and hours you have care in the care period.

If you and the child's other carer have agreed percentages of care, or an agreed care arrangement, then the care percentage applied to your Family Tax Benefit is based on your care agreement.

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

## Blended family

A blended family is a family with 2 or more dependent children and:

- at least one of those children is a child of one member of the couple, from a previous relationship
- 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 you would like to be assessed as a blended family, you and your partner must have an eligible Family Tax Benefit child in your care for at least 35 per cent of the time.

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.

**Note:** If you choose the second option, you and your partner will need to complete separate claim forms. Both claims will be assessed before either of you are paid.

*For example:*

Mary and John have 2 children. Mary and John have a son together. John also has a daughter from a previous relationship living with them. Mary and John have decided to split their family's full Family Tax Benefit entitlement so they each receive half (50%) of it. Mary and John each completed a Family Tax Benefit claim form. Mary claimed for their son on her claim form and John claimed for his daughter on his claim form.

## Children from a previous relationship

Situations where you may have a child from a previous relationship include when you are:

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

Your payments will be affected if you do not provide your child support details.

If any dependent child, in your care, is from a previous relationship you must take initial child support action 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
- the date you first become eligible for Family Tax Benefit where this occurs later than any of the above four events.

If you did not claim child support within the specified period, you cannot be paid more than the base rate of Family Tax Benefit Part A until you take reasonable steps to obtain child support.

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 artificial conception procedure or where a surrogacy court order is in place.

## Applying for a child support assessment

To receive more than the base rate of Family Tax Benefit Part A you are required to apply for child support from the other parent of your child if you are not currently partnered to that person. The requirement to apply for child support, also applies to your current partner if they have a child from a previous relationship in their care. For more information call the Child Support Agency on **13 1272** or go to **[www.csa.gov.au](http://www.csa.gov.au)**

**Exemptions from seeking child support**

If you find it difficult or are unable to apply for child support payments, you should discuss your situation with someone from the Family Assistance Office. In most cases exemptions need to be assessed by a Social Worker.

The Family Assistance Office has social workers who are able to assist with child support issues such as claiming exemptions. You can arrange to see a Social Worker by calling **13 6150** between 8am and 8pm (local time) Monday to Friday to make an appointment.

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**Child support you receive**

Child support includes money collected on your behalf by the Child Support Agency in respect of the child and/or any money you collect yourself (for example, spousal maintenance or direct debit).

Child support payments can include lump sum payments, regular cash or non-cash amounts.

Child support also includes any expenses that the other parent pays on behalf of you or your child(ren). Examples of this include when the other parent pays your mortgage, your child's sporting costs, child care fees or the purchase of a car.

If the amount of child support you receive unexpectedly changes (for example, you receive a back payment owing to you), this will affect the total amount of family assistance you will be entitled to receive in the current financial year.

You should contact the Child Support Agency immediately if you collect any child support, other than through the Child Support Agency, to ensure that it is taken into account for your family assistance.

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**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 reduces the possibility of Family Tax Benefit overpayment caused by large or late child support payments. The Maintenance Income Credit allows families to access any unused maintenance income free areas from previous years to offset any 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 available for Child Support Agency collection cases only.

### What is Maternity Immunisation Allowance?

Maternity Immunisation Allowance is a non-income tested payment to encourage parents to immunise their children. It is generally paid in two separate amounts for children who have been fully immunised and are aged between 18 months and 24 months and again between 4 and 5 years of age. It can also be paid for children adopted from outside Australia who entered Australia before their 16th birthday.

You may also be eligible for Maternity Immunisation Allowance if your child has an immunisation exemption.

You must have care of your child for at least 35 per cent of the time to claim Maternity Immunisation Allowance.

**Note:** Claims for Maternity Immunisation Allowance MUST be lodged on or before your child's fifth birthday. If your child was adopted from outside Australia, you MUST lodge a claim on or before your child's fifth birthday or within 2 years of their arrival in Australia (whichever is later).

There are different lodgement rules for children adopted from outside Australia who entered Australia between 1 July 2006 and 31 December 2008.

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### Proof of immunisation

To be eligible for Maternity Immunisation Allowance for your child, you need to prove that your child is fully immunised or that you have an approved exemption for your child. Fully immunised means that the child is up-to-date with the standard vaccination schedule for their age or is on a suitable catch-up program.

If your child is under 7 years of age, the easiest way to prove your child's immunisation is up-to-date, is to provide the number on the current Medicare card the child is listed on.

The Family Assistance Office will confirm the number with Medicare Australia which will then advise about the child's immunisation status, using your Customer Reference Number as the link. The Family Assistance Office will not store the Medicare number after this link has been established.

If your child is over 7 years of age or you do not want to provide the Medicare card number, you can show that your child's immunisation is up-to-date or has an approved exemption by providing one of the following documents when your child is aged between 18 and 24 months and again when your child is aged between 4 and 5 years of age:

- an Immunisation History Statement from the Australian Childhood Immunisation Register
- an Immunisation History form completed by your doctor or other recognised immunisation provider
- a letter from your doctor or recognised immunisation provider stating that your child is up-to-date with immunisation or is on a catch-up program, stating when the next vaccination is due.
- a Medical Contraindication form from a doctor or immunisation provider
- a Conscientious Objection form from a doctor or immunisation provider
- a letter from a doctor or immunisation provider explaining that your child has natural immunity to a disease or a vaccine is temporarily unavailable
- a letter from an official of the Church of Christ Scientist stating you and/or your partner are practising members of this church

**Note:** Special rules apply for children adopted from outside Australia.

If your child was adopted from outside Australia and entered Australia on or before your child's third birthday, you must show proof of your child meeting the immunisation requirements when your child is between 18 months and 4 years and again when your child is between 4 and 5 years.

If your child was adopted from outside Australia and entered Australia after their third birthday, you must provide proof of your child meeting the immunisation requirements when your child is between 18 and 24 months after they first arrived in Australia.

## About Child Care Benefit

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### What is Child Care Benefit?

Child Care Benefit is a payment to help families with the cost of child care. You can claim Child Care Benefit for approved child care or registered child care or a combination of both.

Approved child care is provided by child care services approved by the Department of Education, Employment and Workplace Relations to reduce child care payments on behalf of eligible families. Most long day care, family day care, before and after school care, vacation care, in home and occasional care services are approved child care services. To find an approved provider in your area call the Child Care Access Hotline on **1800 670 305 (TTY 1800 639 327)** or search the **www.mychild.gov.au** website.

If you use approved care you can choose to receive your Child Care Benefit as reduced fees or as a lump sum after the end of the financial year.

If you are using approved care only, please complete the ***Claim for Approved Child Care payments*** form (FA002). Anyone can claim Child Care Benefit online at **www.familyassist.gov.au** or if you receive Family Tax Benefit as a fortnightly payment, you can lodge a claim for Child Care Benefit by calling **13 6150** instead of completing the FA002 form.

Registered child care is provided by nannies, grandparents, relatives or friends who are registered with the Family Assistance Office. In some circumstances it can also include care provided by individuals in private pre-schools, kindergartens and some outside school hours care services. Your carer can contact the Family Assistance Office for information on how to become registered.

If you use registered care you must claim with the Family Assistance Office within 12 months of the care being provided and paid for. You will need to provide receipts for all periods you are claiming.

If you are using registered care only, please complete the ***Claim for Child Care Benefit for registered care*** form (FA018).

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### What is Child Care Rebate?

The rebate covers some of your out-of-pocket child care expenses for approved child care, up to a maximum amount per child per year. Out-of-pocket expenses are total child care fees less your Child Care Benefit and Jobs, Education and Training Child Care fee assistance (if applicable).

To get Child Care Rebate, you need to be eligible for Child Care Benefit for approved care.

### Australian residence requirements

To claim a payment from the Family Assistance Office you must have legal residence status and also be living in Australia on a permanent basis, that is, Australia is your home. You may be able to claim a payment during a temporary absence from Australia for up to 3 years.

To have legal residence status for the purpose of family assistance payments you must be:

- an Australian citizen, or
- the holder of a permanent visa, or
- a New Zealand citizen who arrived on a New Zealand passport, or
- the holder of a spouse provisional visa or of certain other temporary visas.

Absence from Australia may affect your family assistance payments. Temporary visa holders may not be eligible for family assistance during any absence from Australia. Child Care Benefit can also be claimed if you are a student from outside Australia receiving financial assistance directly from the Australian Government.

In deciding whether you are living in Australia, the Family Assistance Office 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.

Information may be received directly from the Department of Immigration and Citizenship and can be used to allow the Family Assistance Office to automatically determine your residence qualifications for these payments.

Check with the Family Assistance Office if you are unsure about your circumstances.

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### Eligible child

An eligible child for the purposes of family assistance must:

- be aged up to 24
- if aged 16–20 years, have completed a Year 12 or equivalent qualification or are undertaking full-time education or training leading to a Year 12 or equivalent qualification, or who is exempt\*. An equivalent qualification is considered to be a Certificate Level II course under the Australian Qualifications Framework
- if aged 21–24 years, be a full-time student (this means that they are enrolled in an approved course at an approved institution, and undertaking at least three quarters of a full-time study load)
- be in your care for at least 35% 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 live with the person claiming Family Tax Benefit
- not be your partner
- not live outside Australia for longer than 3 years
- have an adjusted taxable income of \$13,010\*\* or less for the 2010–2011 financial year (this income limit does not apply to children aged under 5 or to children under 16 who are undertaking full-time study or primary education)
- not be receiving a payment from Centrelink, such as Youth Allowance, or a Commonwealth Education Supplement. Exemptions may apply for Child Care Benefit and Maternity Immunisation Allowance.

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\* **Note:** Your child may be exempted from these requirements under certain circumstances if the child is unable to participate in full-time education or training. Please contact the Family Assistance Office for more information.

\*\* **Note:** You will need to repay any family assistance you receive for a child whose income exceeds this limit.

### Why your estimate of family income is important

- If your Family Tax Benefit is paid fortnightly, we use your estimate of your annual family income for the financial year to work out your fortnightly rate.
- If you choose to receive your Child Care Benefit as reduced fees, we use your estimate of your annual family income for the financial year to work out your Child Care Benefit percentage.

It is important that you estimate your annual family income 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 up to \$500.

All overpayments need to be paid back. Overpayments of Family Tax Benefit and Child Care Benefit may be recovered from your future family assistance payments and from tax refunds.

#### ***If you overestimate your annual family income***

If you overestimate your annual family income and are underpaid during the year, your Family Tax Benefit and/or your Child Care Benefit 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, or tell us that you are not required to lodge, within 2 years of the end of the financial year during which you received the payments.

A top-up may be used to offset a tax debt, if you have one, or used to recover Family Tax Benefit and Child Care Benefit overpayments from previous years.

#### ***If you underestimate your annual family income***

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 Benefit you should not have been paid. All overpayments need to be paid back. Overpayments of Family Tax Benefit and Child Care Benefit may be recovered from your future family assistance payments, supplement payments, and may also be recovered from tax refunds.

See *Payment options—to reduce your risk of an overpayment* on *Notes—17* for information on options to reduce the risk of an overpayment.

#### ***Your 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 Benefit 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**.

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. Payment of the supplement is dependent on tax returns being lodged within the required timeframe, or advising the Family Assistance Office that you and/or your partner are not required to lodge a tax return.

#### ***What happens if I do not lodge my tax return or notify the Family Assistance Office that I am not required to lodge my tax return within the allowed timeframe?***

If you (and/or your partner) do not lodge your income tax returns, or tell us that you are not required to lodge your income tax returns within the allowed timeframes, the Family Tax Benefit you received for the relevant year of entitlement may become an overpayment, and your fortnightly Family Tax Benefit payments may cease.

You will not be able to receive fortnightly instalments of Family Tax Benefit until all outstanding income tax returns have been lodged and your actual annual income is verified, or until you tell us that you (and/or your partner) are not required to lodge. You will remain eligible for Family Tax Benefit but can only be paid Family Tax Benefit by a lump sum payment after you (and/or your partner) have lodged your tax return(s) and your actual annual income is verified, or you tell us that you are not required to lodge.

You (and your partner) should lodge tax returns with the Australian Taxation Office by the due date (refer to the TaxPack for guidelines), or tell the Family Assistance Office that you are not required to lodge tax returns.

## Estimating your actual family income

Please read this information before completing questions 45 and 46, and 144 and 145.

### *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.

#### ***Your gross income may include the following:***

- |                         |   |
|-------------------------|---|
| • money from employment | • partnership* and trust distributions                          |
| • business              | • many Australian Government pensions and benefits <sup>†</sup> |
| • rental income         | • capital gains on disposal of assets                           |
| • interest              | • superannuation withdrawals                                    |
| • dividends             | • eligible termination payments                                 |

#### ***allowable deductions include:***

- deductions for work-related expenses
- expenses incurred for business purposes and gifts and donations to eligible charities and organisations

<sup>†</sup>An **income support payment** is any of the following **Australian Government pensions or benefits:**

Age Pension	Disability Support Pension	Newstart Allowance	Widow B Pension
Austudy	Disability Support Pension (Blind)	Parenting Payment	Wife Pension
Bereavement Allowance	Department of Veterans' Affairs	Partner Allowance	Youth Allowance
Carer Payment	Defence Force Income Support	Sickness Allowance	
Community Development	Supplement or Service Pension	Special Benefit	
Employment Project	Emergency Payment	Special Needs Pension	
(CDEP) Participant	Exceptional Circumstances Relief	Widow Allowance	
Supplement	Payment		

If a tax return is lodged, your taxable income is the income shown on the assessment notices from the Australian Taxation Office for you and 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 getting an income support payment<sup>†</sup> such as Parenting Payment or Newstart Allowance, you also need to contact Centrelink with your income details to ensure your income support payments are correct.

### **Lump Sum payments of taxable income**

If you are claiming Baby Bonus and you receive or expect to receive a lump sum amount of taxable income within the 6 month period following the date your child entered your care, you may need to include some or all of this amount in your estimate of taxable income for Baby Bonus. Please call the Family Assistance Office on **13 6150** to discuss this.

\* **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 the Family Assistance Office when claiming family assistance and updating income estimates.

### **Reportable fringe benefits**

The value of any reportable fringe benefits will be recorded on your payment summary for the financial year ending 30 June 2011 and will relate to fringe benefits received between 1 April 2010 and 31 March 2011. You can ask your employer to tell you the amount that is expected to be shown on your payment summary.

If you are not sure, call the Family Assistance Office to discuss your circumstances.

#### *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 children'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.

### **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 (currently nine per cent), 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 ensure this income is declared to the Family Assistance Office 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.

### **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 the Family Assistance Office 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 (or your partner) receive, through Centrelink 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:

**Centrelink**

- 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 customer and the partner—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 Supplement, 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 or Language, Literacy and Numeracy Supplement.

***Foreign income***

Any income from sources outside Australia that you (and 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 2010–2011 financial year prior to arriving in Australia when estimating their income for the 2010–2011 financial year. You should use the exchange rate applicable to convert foreign income amounts into Australian dollars. The exchange rates are available via our website at [www.familyassist.gov.au](http://www.familyassist.gov.au)

If you are not sure, call the Family Assistance Office to discuss your circumstances.

***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 the Child Support Agency
- non-cash child support—for example school fees, rent/mortgage payment
- other amounts—which are not part of a property settlement, including spousal maintenance.

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.

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

A new annual estimate 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.

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### **Tips to help you and 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 payments
- receiving a redundancy payout
- child support
- 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:

- via the website **[www.familyassist.gov.au](http://www.familyassist.gov.au)**
- by using telephone self service on **13 6240**
- by visiting your local Family Assistance Office
- by calling the Family Assistance Office on **13 6150** between 8am and 8pm (local time) Monday to Friday.

### What is Rent Assistance?

#### *Help to pay your rent*

Rent Assistance is an additional payment for families who rent their accommodation in the private rental market. This includes paying private rent, board and/or lodging for accommodation in a house, flat or unit, one or more rooms in a house, boarding house, hostel or private hotel. It includes a caravan or mobile home where you pay ground or site fees, and a boat where you pay mooring fees.

#### *Who is eligible for Rent Assistance?*

The Family Assistance Office will ask you about your living arrangements, to assess your possible entitlement to Rent Assistance. The Family Assistance Office will ask you about the type of accommodation for which you pay, the amount of rent you pay, and whether you share the rent with any other person.

You are **not** entitled to Rent Assistance if you are the primary tenant in Government housing (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 payments received.

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### How can you receive Rent Assistance?

#### *Verifying your rent*

You will need to verify the amount of rent you pay if you wish to receive Rent Assistance. You can do this by providing the Family Assistance Office with a current lease or tenancy agreement. If you do not have a current lease or tenancy agreement, the Family Assistance Office can provide you with a '**Rent Certificate**' for you and your landlord to complete.

If you lodge a current lease or tenancy agreement with the Family Assistance Office as verification of your rent, you are required to notify us if there is a change in the amount of rent you pay or a change of address. If you lodge a '**Rent Certificate**' only as verification of your rent, you will need to provide the Family Assistance Office with a new '**Rent Certificate**' every 6 months.

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.

For more information about Rent Assistance, you can call the Family Assistance Office on **13 6150** or go to our website at **[www.familyassist.gov.au](http://www.familyassist.gov.au)**

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## Payment options—to reduce your risk of an overpayment

### Your payment options

There are several options available to you to reduce the risk of an overpayment of Family Tax Benefit after the end of the financial year. They provide you with the flexibility to adjust your payments as your income and family's circumstances change throughout the year. Selecting a payment option will help to reduce or recover any potential overpayment. You can change your payment option at any time.

The following sections describe your choices for Family Tax Benefit.

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

There are three different ways you can get 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.

***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.

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**Rent Assistance**

If you have chosen Option 2 or Option 3 above and you get 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.

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**Your payment choice for Family Tax Benefit Part B**

There are two choices about how you can get 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.

This is a particularly suitable choice 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 children. 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.

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**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.

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\* The base rate of Family Tax Benefit Part A for 2010–2011 is \$51.24 per fortnight, for each eligible child. This rate is payable provided your income is less than \$94,316 a year (plus \$3,796 for each child after the first).

**Your payment choice for dependent children with income**

Families with older children can be at risk of being overpaid if a child earns over \$13,010 in the 2010–2011 financial year. In this case all Family Tax Benefit paid for that child in the 2010–2011 financial year would need to be repaid.

To reduce the risk of having to repay Family Tax Benefit for the child with income, the family can choose not to receive any Family Tax Benefit for that child throughout the financial year. At the end of the financial year, when the child's actual income is known, the family may receive a top-up payment if the child has not earned more than the income limit.

If your child's income for the 2010–2011 financial year will be \$13,010 or more then they are not considered a dependant for the entire 2010–2011 financial year.

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**Adjusting your future Family Tax Benefit payments**

All Family Tax Benefit recipients will have their ongoing Family Tax Benefit instalment payments adjusted automatically as required 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 and who notify an increased estimate to the Family Assistance Office.

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**You can change your payment choice at any time**

If you would like help with your choices, please go to the website [www.familyassist.gov.au](http://www.familyassist.gov.au) or visit the Family Assistance Office located in all Medicare offices and Centrelink Customer Service Centres or call **13 6150** between 8am and 8pm (local time) Monday to Friday.

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**Return to work**

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**Parents 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. Family Tax Benefit Part B is not payable to families if the higher earner's income is more than \$150,000 for the financial year.

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 2010, you should be claiming your return to work on a 2010–2011 lump sum claim form.

You have two years from the end of the financial year in which you commenced or returned to work to lodge the claim form.

If you are eligible for the extra assistance, you will be paid the maximum rate of Family Tax Benefit Part B for the period of the financial year before you commenced or returned to work, once your actual annual income is known and your payments are balanced for that year or when your lump sum claim is finalised.

If you do not commence or return to work between the births of your children, your entitlement to this extra assistance does not accumulate. If you have started and stopped work since your last child was born, another return to work would not be considered a FIRST return to work since the birth of a child.

*For example:*

If you have two children while out of the workforce and do not return to work between the births you will be eligible for the extra assistance in respect of one child only when you FIRST return to work.

***Return to work***

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.

If you are working but not working an average of at least 10 hours per week over 4 consecutive weeks, you can choose to nominate that you have commenced or returned to work. The return to work date in this instance is the day you FIRST return to work. If you choose to nominate a return to work of less than the 10 hours per week, you must provide this nomination in writing at the end of the financial year. A nomination cannot be withdrawn once it is made.

***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)
- 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.

***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 children who have recently come into care.

In general, the extra assistance can be claimed only once in relation to a particular child. For example, if your current partner has already claimed the extra assistance for a particular child, you cannot receive it again for that child. Also, if the child has previously been in another person’s care and that person received the extra assistance for the child, you cannot receive it again for that child as it is only available once in relation to each child. However, there are exceptions, including shared care situations.

***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.

### Social Work Assistance

Caring for children can be challenging, especially at times of change such as caring for a new baby, family crisis or relationship breakdown. The Family Assistance Office has Social Workers who will listen, give support and help work out some options. To arrange to talk with a Social Worker, please call **13 6150**.

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### Double Orphan Pension

If any of the children for whom you are claiming 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 mental hospital or nursing home and is likely to be there for a long 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 for Families, Housing, Community Services and Indigenous Affairs 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.

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### Carer Allowance

If any of the children 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 get Carer Allowance. For more information, call Centrelink on **13 2717** or go to **[www.centrelink.gov.au](http://www.centrelink.gov.au)**

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### Parenting Payment

If you are the primary carer (single or partnered) of children 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 in their care and partnered parents with dependent child(ren) under 6 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.

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### Payments for an older child

As part of the 2009 Federal Budget the Australian Government introduced new rules for young people aged 16–20 years whose parents receive Family Tax Benefit Part A or who share the care of a young person aged 16–20 years.

A young person aged 16–20 years may only qualify you for Family Tax Benefit Part A or entitle you to family assistance if they have completed a Year 12 or equivalent qualification or are undertaking full-time education or training leading to a Year 12 or equivalent qualification. An equivalent qualification is considered to be a Certificate Level II course under the Australian Qualifications Framework.

When your child turns 16 your family may choose to continue receiving Family Tax Benefit or family assistance if eligible, or alternatively, your child may apply for Youth Allowance, ABSTUDY or another education allowance.

**Note:** The amount of Family Tax Benefit or family assistance a family can receive for a 16–24 year old may be more, or less, than the amount the young person would be eligible to receive under Youth Allowance or ABSTUDY. It is important to consider all alternatives as you cannot receive more than one of these payments at any one time.

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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 [www.centrelink.gov.au](http://www.centrelink.gov.au) or call Centrelink on the numbers below:

- Youth Allowance **13 2490**
  - ABSTUDY **13 2317**
  - Assistance for Isolated Children **13 2318**
- 

## Health Care Cards

A Health Care Card helps make health care more affordable.

### ***Family Tax Benefit Health Care Card***

If you get the maximum rate of Family Tax Benefit Part A by fortnightly payments you will automatically receive a Health Care Card.

If you do not get 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 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 get a low income Health Care Card.

### ***Foster child Health Care Card***

If you care for a foster child, you can apply for a foster child Health Care Card. 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.

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## Other health assistance

### ***Australian Childhood Immunisation Register***

The Australian Childhood Immunisation Register (the Immunisation Register) is a national register that records details of vaccinations given to children under 7 years of age who live in Australia, helping parents ensure that their children are fully immunised.

Children under 7 years of age who are enrolled in Medicare are automatically included on the Immunisation Register. Children who are not eligible to enrol in Medicare will be added when a doctor or immunisation provider sends the details of a vaccination to the Immunisation Register.

### **For information**

Email [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au) or go to [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au) or call Freecall™ **1800 653 809**.

### ***For more information about health assistance***

go to [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au) or call Medicare Australia on the numbers below:

- Australian Childhood Immunisation Register **1800 653 809**
- Medicare Safety Net **132 011**
- Pharmaceutical Benefits Scheme Safety Net **1800 020 613**

You may also be eligible for assistance under the Medicare Teen Dental Plan. For information, call Medicare Australia on **132 011**.

### Information about the Electronic Message Reminders (Short Message Service (SMS) and email) and Secured Online Mail (Online Letters)

You can now receive reminders and important information from the Family Assistance Office via Short Message Services (SMS) or email.

You can view some of your Family Assistance Office letters via an Online Letters facility at [www.familyassist.gov.au](http://www.familyassist.gov.au)

In order to view Online Letters, you must have Online Services access level 3 and maintain this level of access. This service will replace delivery of some of your correspondence through the mail.

You will be asked a question in the claim form to check if you wish to subscribe to either of these services. Additionally, you can subscribe at a Centrelink Customer Service Centre, over the phone or by visiting [www.familyassist.gov.au](http://www.familyassist.gov.au)

**These services are voluntary and you are able to withdraw at any time.**

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### Terms and Conditions for SMS and Email

The Family Assistance Office may send you information messages appropriate to your circumstances.

No Family Assistance Office generated SMS or email will contain your name or contact details.

You will not be required to respond via SMS or email to any Family Assistance Office generated message.

Messages you may receive include:

- appointment reminders the business day prior to your appointment
- reminders to provide up-to-date information
- reminders to provide documents
- possible future payment alerts
- notification of Online Letters.

**These services are voluntary and you are able to withdraw at any time.**

**The Family Assistance Office will NOT include direct links to ANY website within an email from this service.**

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### Terms and Conditions for Secured Online Mail (Online Letters)

All customer information is protected by law, such as the *Privacy Act 1988* and confidentiality provisions in family assistance law.

This service will replace delivery of some Family Assistance Office letters to your mailing address.

This service will display your mail in the same format as it currently is on paper.

This means:

- your name, address and Customer Reference Number (CRN) will be displayed within the Online Letters facility
- payment, income, assets and bank account details may be displayed within the Online Letters facility.

**This service is voluntary and you are able to withdraw at any time.**

You will receive a 'welcome to the Online Letters facility' letter at your postal address to confirm you have subscribed to the service.

To use this service, you will require:

- Internet access
- current Online Services registration with the Family Assistance Office
- the ability to view Online Letters – this service will use a Portable Document Format (PDF), for example, Adobe Acrobat. These letters may be temporarily held on the hard drive of the computer. **Please be aware of this if you are using a public computer terminal. Ensure the removal of temporary Internet files prior to logging off.**

**Important Note:** If you change your mobile phone number, email address or postal address, you will need to tell the Family Assistance Office straight away. To report any changes, call the Family Assistance Office on **13 6150**, visit your local Family Assistance Office, or send a letter to any Family Assistance Office. You need to check your Online Letters facility regularly for letters.

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# Claim for Family Assistance

## When to use this form

Use this form to claim for family assistance or you can go online at [www.familyassist.gov.au](http://www.familyassist.gov.au) to complete your claim for family assistance instead.

Use this form if you wish to receive family assistance payments by fortnightly instalments. You can claim an annual lump sum payment of Family Tax Benefit online at [www.familyassist.gov.au](http://www.familyassist.gov.au) or by completing the **Claim for an annual lump sum payment of Family Tax Benefit form (FA048)**.

If you complete your claim for family assistance online and you are eligible, you should receive your family assistance payment(s) faster (as short as 14 days) by claiming online than if you complete this claim form. Any claim for Parenting Payment may not be finalised until after your claim for family assistance has been finalised.

**Baby Bonus** – is an income tested payment for each child born or adopted to eligible families.

Baby Bonus helps with the cost of a new baby or adopted child and is paid in 13 equal fortnightly instalments.

**Maternity Immunisation Allowance** – is a non-income tested payment to encourage parents to immunise their children. It is generally paid in two separate amounts for children who have been fully immunised and are aged between 18 months and 24 months and again between 4 and 5 years of age. It can also be paid for children adopted from outside Australia who entered Australia before their 16th birthday. You may also be eligible for Maternity Immunisation Allowance if your child has an immunisation exemption.

**Family Tax Benefit** – is a payment to help families with the cost of raising children. It is worked out from your family's total annual income and the ages and number of dependent children in your family. To be eligible for Family Tax Benefit you must have at least 35 per cent care of a child. If you have children in your care between 14 per cent and less than 35 per cent of the time, this form should be used to apply for additional entitlements.

## For more information

Go online at [www.familyassist.gov.au](http://www.familyassist.gov.au) or call the Family Assistance Office on **13 6150** or visit your local Family Assistance Office.

To speak to the Family Assistance Office in languages other than English, call **13 1202**.

For information in languages other than English visit Multilingual at [www.familyassist.gov.au](http://www.familyassist.gov.au)

**Note:** Calls from your home phone to the Family Assistance Office 13 numbers from anywhere in Australia are charged at a fixed rate. That rate may vary from the price of a local call and may also vary between telephone service providers. Calls to 1800 numbers from your home phone are free. Calls from public and mobile phones may be timed and charged at a higher rate.

The Family Assistance Office is located in all Medicare offices and Centrelink Customer Service Centres.

## If you have a hearing or speech impairment

### What else you will need to provide

### Filling in this form

**TTY Service** FreecallTM **1800 810 586**. A TTY phone is required to use this service.

This form tells you which **other documents** you need to provide to support your claim.

Depending on your circumstances you may have to fill in **other forms**.

Please use a **black or blue pen**.

Mark boxes like this  with a tick ✓ or ✗.

Where you see a box like this  ► **Go to 5** skip to the next questions and go to the number shown.

You do not need to answer the questions in between.

## Returning your form

Check that you (and your partner) have answered all the questions you need to answer and that you (and your partner) have signed and dated the form.

If you return required documents (and your claim form):

- by post – we will photocopy your documents and return the originals to you by registered post.
- in person – we will photocopy your documents and return the originals to you.

If you do not wish to claim online, complete this form and return it (with any requested documents) as soon as possible by post to **Family Assistance Office, Reply Paid 1571, ADELAIDE SA 5001**

Alternatively, you can return your form to any Family Assistance Office, located in all Medicare offices and Centrelink Customer Service Centres.



**1 Please read this before answering the question**

Online services provide you with a secure environment to complete some of your Family Assistance Office business. There are many options that make it simple, secure and easier to do business with us.

You can claim online for a range of family assistance, including Baby Bonus, Family Tax Benefit, Maternity Immunisation Allowance and Child Care Benefit.

You can claim family assistance online at **www.familyassist.gov.au** – you should receive your family assistance payment(s) faster (as short as 14 days) than if you complete this paper claim form.

If you do not wish to claim online, please complete the form and post it to: **Family Assistance Office, Reply Paid 1571, ADELAIDE SA 5001**. Processing this form will take longer and you should receive advice about your family assistance payment(s) within 28 days of lodging this form and any requested documents.

Are you claiming online?

No  **Go to next question**

Yes   Do not complete this form. Go to our website at **www.familyassist.gov.au**

**2 Are you (or your partner) currently receiving fortnightly payments or receiving a zero rate of Family Tax Benefit?**

No  **Go to next question**

Yes  The person receiving the Family Tax Benefit payments should complete this form.

**You**

**3 Do you need an interpreter when dealing with the Family Assistance Office?**

This includes an interpreter for people who have a hearing or speech impairment.

No  **Go to 5**

Yes  **Go to next question**

**4 What is your preferred spoken language?**

**5 What is your preferred written language?**

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

**3 Does your partner need an interpreter when dealing with the Family Assistance Office?**

This includes an interpreter for people who have a hearing or speech impairment.

No  **Go to 5**

Yes  **Go to next question**

**4 What is your partner's preferred spoken language?**

**5 What is your partner's preferred written language?**



CLK0FA100 1007

## You

6 Your name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

7 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

1 Other name

Type of name (e.g. name at birth)

2 Other name

Type of name (e.g. maiden name)

If you have more than 2 other names, attach a separate sheet with details.

8 Your sex

Male

Female

9 Your date of birth

10 Your Customer Reference Number (if known)

 -  -  - 

## Your partner (if you have one)

6 Your partner's name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

7 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

1 Other name

Type of name (e.g. name at birth)

2 Other name

Type of name (e.g. maiden name)

If your partner has more than 2 other names, attach a separate sheet with details.

8 Your partner's sex

Male

Female

9 Your partner's date of birth

10 Your partner's Customer Reference Number (if known)

 -  -  -

## You

### 11 Your permanent address

Postcode

### 12 Your postal address (if different to above)

Postcode

### 13 Your contact details

Home phone number (     )

Is this a silent number? No  Yes

Mobile phone number

Work phone number (     )

Email address

@

## Your partner (if you have one)

### 11 Your partner's permanent address (if different to your address)

Postcode

### 12 Your partner's postal address (if different to above)

Postcode

### 13 Your partner's contact details

Home phone number (     )

Is this a silent number? No  Yes

Mobile phone number

Work phone number (     )

Email address

@

**14** What is your CURRENT relationship status?

**Please read this before answering the following question**

The Family Assistance Office recognises both opposite-sex and same-sex relationships. This includes relationships registered under state or territory law.

Select **ONE** option below that best describes your current relationship status.

**Married**

Date of marriage

/ /

▶ **Go to 15**

**Registered relationship**

*(opposite-sex or same-sex relationship registered under state or territory laws)*

Date registered

/ /

▶ **Go to 15**

**Partnered**

*(living together in an opposite-sex or same-sex relationship, including de facto)*

Date you started living with a partner

/ /

▶ **Go to 15**

**Separated**

*(previously lived with an opposite-sex or same-sex partner, including in a marriage, registered or de facto relationship)*

Date of last separation

/ /

▶ **Go to 16**

**Divorced**

Date of divorce

/ /

▶ **Go to 16**

**Widowed**

*(previously partnered with an opposite-sex or same-sex partner, including in a marriage, registered or de facto relationship)*

Date of partner's death

/ /

▶ **Go to 16**

**Never married or lived with a partner**

**Go to 16**

If none of the above describes your current relationship status, please call us on **13 6150**.

**15** Do you give permission for your partner to discuss your payments with us?

You can change this authority at any time.

No

Yes

**16 Please read this before answering the question**

Online Services offers you a quick and easy way to do your business with the Family Assistance Office by using phone or online Online Services options at a time that is convenient to you. You can use Online Services to view or update your family assistance estimate, update your child(ren) details, update your contact details, make an online claim for additional family assistance payments and much more.

Do you wish to register for Online Services?

Already registered  **Go to 23**

No  **Go to next question**

Yes  You will need to call us on **13 6150** to arrange this service.  
**Go to next question**

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

Questions 18 to 22 are optional and will not affect your payment. If you do answer, the information will help us to continue to improve our Electronic Messaging Services.

You can now receive reminders and important information via Short Message Service (SMS) or email from the Family Assistance Office. You **MUST** read the *Terms and Conditions for SMS, email and Online Letters* in the **Notes Booklet** before you complete the following questions.

**18** Do you wish to receive reminders and important information via SMS or email from the Family Assistance Office?

This service is voluntary and you are able to withdraw from it at any time.

No  **Go to next question**

Yes  SMS contact number  
(if different to YOUR contact details)

**OR**

Email address (if different to YOUR contact details)

.....  
@

**19** Do you wish to view some of your Family Assistance Office letters via the Online Letters facility on the Family Assistance Office website?

This service is voluntary and you are able to withdraw from it at any time.

No  **Go to 21**

Yes  **Go to next question**

20 What is your preferred method of notification?

The Family Assistance Office will notify you when you have a letter available for viewing in the Online Letters facility.

**Tick ONE box only**

SMS  SMS contact number  
(if different to YOUR contact details)

Email  Email address (if different to YOUR contact details)

  
.....  
@

21 Did you answer 'No' to either question 18 or question 19?

No  **Go to 23**

Yes  **Go to next question**

22 What is the reason for not wanting to use this service?

The information will help us to continue to improve services.

Do not trust the internet

Do not have a mobile phone

Do not have the technology

Other  Give reason

  
.....

23 Are you currently receiving fortnightly payments or a zero rate of Family Tax Benefit?

No  **Go to next question**

Yes  **Go to 37**

### You

24 Questions 24 and 25 are optional and will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal, Torres Strait and Australian South Sea Islander peoples.

Are you of Aboriginal or Torres Strait Islander origin?  
If you are of both Aboriginal and Torres Strait Islander origin, please tick both 'Yes' boxes.

No

Yes – Aboriginal

Yes – Torres Strait Islander

25 Are you of Australian South Sea Islander origin?

No

Yes

### Your partner (if you have one)

24 Questions 24 and 25 are optional and will not affect your payment. If your partner does answer, the information will help us to continue to improve services to Aboriginal, Torres Strait and Australian South Sea Islander peoples.

Is your partner of Aboriginal or Torres Strait Islander origin?  
If they are of both Aboriginal and Torres Strait Islander origin, please tick both 'Yes' boxes.

No

Yes – Aboriginal

Yes – Torres Strait Islander

25 Is your partner of Australian South Sea Islander origin?

No

Yes

**You****26 Please read this before answering the question**

**'Permanently'** means you normally live in Australia on a long-term basis. Holidays or short trips outside Australia would not affect this.

Are you living **permanently** in Australia?

No

Yes

**27** Have you lived or travelled outside Australia since 1 September 1994, including short trips and holidays?

The answer to this question may enable the Family Assistance Office to access electronic records held by Australia's immigration department since 1 September 1994. These records will help us to verify your Australian residence on your behalf and assist in processing your claim.


No  ► *Go to next question*

Yes  ► Give details below

Passport number

Country of issue

**28** Are you an Australian citizen **who was born in Australia**?

No   You will need to provide proof of your residence status, e.g. **citizenship papers, passport or other documentation**  
► *Go to next question*

Yes  ► **Go to 36**

**29** What is your country of birth?
**30** When did you start living in Australia?
 /  / 
**31** Are you an Australian citizen?

No  ► *Go to next question*

Yes  ► Date you became an Australian citizen

 /  / 

► **Go to 36**

**Your partner (if you have one)****26 Please read this before answering the question**

**'Permanently'** means your partner normally lives in Australia on a long-term basis. Holidays or short trips outside Australia would not affect this.

Is your partner living **permanently** in Australia?

No

Yes

**27** Has your partner lived or travelled outside Australia since 1 September 1994, including short trips and holidays?

The answer to this question may enable the Family Assistance Office to access electronic records held by Australia's immigration department since 1 September 1994. These records will help us to verify your partner's Australian residence on your partner's behalf and assist in processing your claim.


No  ► *Go to next question*

Yes  ► Give details below

Passport number

Country of issue

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

No   You will need to provide proof of your partner's residence status, e.g. **citizenship papers, passport or other documentation**  
► *Go to next question*

Yes  ► **Go to 36**

**29** What is your partner's country of birth?
**30** When did your partner start living in Australia?
 /  / 
**31** Is your partner an Australian citizen?

No  ► *Go to next question*

Yes  ► Date your partner became an Australian citizen

 /  / 

► **Go to 36**

**You**

**32** What is your country of citizenship?

New Zealand  Go to next question

Other  Give details below


**33** What type of visa did you arrive on?

New Zealand passport  **Go to 35**  
(Special Category Visa)

Permanent  Go to next question

Temporary  Go to next question

Unknown (e.g. arrived on mother's/father's passport)  **Go to 35**

**34** Your visa details on arrival

Visa sub class

Date visa granted

	/ /
--	-----

**35** Has your visa changed since you arrived in Australia?

No  Go to next question

Yes  Current visa details

Visa sub class

Date visa granted

	/ /
--	-----

**36** In the last 3 years have you been outside Australia for any period greater than 13 weeks?

No  Go to next question

Yes  Give details of **ALL** your absence(s)

If you were **RESIDING** in another country tick that it was a **PERMANENT** absence.

If you were **VISITING** (e.g. short trips and holidays) another country tick that it was a **TEMPORARY** absence.

Departure date	Return date	Type of absence
/ /	/ /	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>
/ /	/ /	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>
/ /	/ /	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>

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

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

**32** What is your partner's country of citizenship?

New Zealand  Go to next question

Other  Give details below


**33** What type of visa did your partner arrive on?

New Zealand passport  **Go to 35**  
(Special Category Visa)

Permanent  Go to next question

Temporary  Go to next question

Unknown (e.g. arrived on mother's/father's passport)  **Go to 35**

**34** Your partner's visa details on arrival

Visa sub class

Date visa granted

	/ /
--	-----

**35** Has your partner's visa changed since they arrived in Australia?

No  Go to next question

Yes  Current visa details

Visa sub class

Date visa granted

	/ /
--	-----

**36** In the last 3 years has your partner been outside Australia for any period greater than 13 weeks?

No  Go to next question

Yes  Give details of **ALL** your partner's absence(s)

If your partner was **RESIDING** in another country tick that it was a **PERMANENT** absence.

If your partner was **VISITING** (e.g. short trips and holidays) another country tick that it was a **TEMPORARY** absence.

Departure date	Return date	Type of absence
/ /	/ /	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>
/ /	/ /	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>
/ /	/ /	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>

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

Account details

**37** Where do you want your payment made?

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.

If you are currently receiving family assistance from us and you provide different bank account details then all Family Tax Benefit payments, Child Care Benefit and Child Care Rebate will be directed to this new account.

Name of bank, building society or credit union

Branch where your account is held

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

Tax details

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

You are not breaking the law if you do not give us your tax file number, but if you do not provide it, or authorise us to get it from the Australian Taxation Office, you may not be paid.

Have you (and your partner, if applicable) given us your tax file number(s) before?

No  Go to next question

Not sure  Go to next question

Yes  Go to 40

**39** Do you (and your partner) have a tax file number?

**You**

No  Please call us on **13 6150**.

Yes  Your tax file number

**Your partner**

No  Please call us on **13 6150**.

Yes  Your partner's tax file number

Baby Bonus details

**40** Are you claiming Baby Bonus for your child(ren)?

No  Go to 47

Yes  Go to next question

**41** How many children are you claiming Baby Bonus for?

One child  Go to 43

More than one child  Go to next question

**42** Do the children have the same date of birth, or the same date they entered your care?

No  You will need to complete Questions 44, 45 and 46 for each different six month period. Please copy pages 11 and 12 before completing for each 6 month period.

Yes  Go to next question

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

Your estimated income for Baby Bonus should be based on your (and/or your partner's) income components as listed below, even if your 6 month income care period has passed.

Please call the Family Assistance Office on **13 6150** for assistance if:

- you are not sure whether your partner's income should be included
- you have received, or expect to receive, any lump sum payments within this period
- you think you need to revise your estimate for Family Tax Benefit, or
- you need more information about estimating income for Baby Bonus.

**44** To assist you in estimating your income for the **6 month period**, please complete the following dates.

**Note:** The 6 month period starts from the birth of your child, or from the date the child entered your care, whichever is the later.

Your child's date of birth or date entered care      6 months from their date of birth or date entered care



**45** Use the following table to estimate your (and/or your partner's) adjusted taxable income for the **6 month period**. You may be asked to provide evidence to support your estimate. **Note:** If you do not receive income from any of the following sources, please write **\$0** in the appropriate boxes.

		You	Your partner
<b>A Estimated taxable income from salary and wages for the 6 month period</b> <i>Include overtime and maternity payments, pay rises and bonuses.</i>		\$	\$
		<input type="text"/>	<input type="text"/>
<b>B Estimated taxable income from lump sum payments for the 6 month period</b> <i>Include any maternity, termination and redundancy payments that you will receive within the 6 month period.</i>		\$	\$
		<input type="text"/>	<input type="text"/>
<b>C Estimated taxable income from business or self-employment for the 6 month period</b> <i>Include taxable income from sole-trading and distributions from partnerships, trusts and companies. You may need to refer to your profit and loss statements.</i>	Profit	\$	\$
	Loss	-\$	-\$
<b>D Estimated taxable income from investments for the 6 month period</b> <i>Include income from banks, credit unions, building societies, dividends from shares, income from managed investments. If you expect to make a loss, make sure you subtract this from your total estimated income and make sure you also answer question 46(C) – 'Total Net Investment Losses'.</i>	Profit	\$	\$
	Loss	-\$	-\$
<b>E Estimated taxable income from real estate for the 6 month period</b> <i>Include taxable income from all residential or commercial real estate for which you (or your partner) receive rent. This can include houses, a room in your house, units, pasture and boats. If you expect to make a loss, make sure you subtract this from your total estimated income and make sure you also answer question 46(C) – 'Total Net Investment Losses'.</i>	Profit	\$	\$
	Loss	-\$	-\$
<b>F Estimated taxable income from government pensions or benefits for the 6 month period</b> <i>You must include any amount you expect to receive from payments such as Newstart Allowance, Parenting Payment, Age Pension, Austudy, Disability Support Pension of Age Pension age or Disability Support Pension (Blind) of Age Pension age, Farm Help, Department of Veterans' Affairs payments, including taxable Defence Force Income Support Supplement, Special Benefit and the taxable components of ABSTUDY or Youth Allowance you receive for yourself.</i>		\$	\$
		<input type="text"/>	<input type="text"/>
<b>G Other estimated taxable income for the 6 month period</b> <i>For example, superannuation withdrawals, scholarships, capital gains or foreign income on which you pay Australian tax.</i>		AUD	AUD
		<input type="text"/>	<input type="text"/>
<b>Total estimated taxable income for the 6 month period (total of A to G)</b>		\$	\$
		=	=
		<input type="text"/>	<input type="text"/>

**46** Provide details of how much you (and/or your partner) expect to receive from any of the following in the 6 month period from your newborn child's date of birth or the date the child entered your care. **Note:** If you do not receive income from any of the following sources, please write \$0 in the appropriate boxes.

	You	Your partner
<p><b>A Reportable fringe benefits for the 6 month period</b>  <i>A reportable fringe benefit provided by your and your partner's employer is counted as part of your family's income.</i></p>	<p><i>Estimated amount</i>  <input type="text" value="\$"/></p>	<p><i>Estimated amount</i>  <input type="text" value="\$"/></p>
<p><b>B Reportable superannuation contributions for the 6 month period</b>  <i>Reportable superannuation contributions generally include discretionary employer superannuation contributions such as voluntary salary sacrifice and, for the self-employed, total superannuation contributions which will be claimed as a tax deduction. Reportable superannuation contributions do not include compulsory employer contributions.</i></p>	<p><i>Estimated amount</i>  <input type="text" value="\$"/></p>	<p><i>Estimated amount</i>  <input type="text" value="\$"/></p>
<p><b>C Total net investment losses for the 6 month period</b>  <i>Net losses from investments include the losses from rental properties and financial investments. Net losses from investments are considered as income for family assistance purposes.</i>  <i>If you entered a net loss for your taxable income from real estate and/or investments at question 45(D) or (E) you should copy the amount of the loss here.</i></p>	<p><i>Estimated amount</i>  <input type="text" value="-\$"/></p>	<p><i>Estimated amount</i>  <input type="text" value="-\$"/></p>
<p><b>D Tax free pensions and benefits for the 6 month period</b>  <i>Any tax free pensions and benefits you expect to receive from Centrelink or the Department of Veterans' Affairs in the 6 month period will be counted as part of your family's income.</i>  <b>Income from tax free pensions and benefits is included in your adjusted taxable income for family assistance purposes.</b></p>	<p><i>Estimated amount</i>  <input type="text" value="\$"/></p>	<p><i>Estimated amount</i>  <input type="text" value="\$"/></p>
<p><b>E Foreign income for the 6 month period</b>  <i>Any income earned, derived or received from sources outside Australia for which you do not have to pay Australian income tax is counted as income.</i>  <i>Do not include any foreign income amount you have already included in question 45(G)</i>  <b>The exchange value of any foreign income is included in your adjusted taxable income for family assistance purposes.</b></p>	<p><i>Estimated amount</i>  <input type="text" value="AUD"/></p>	<p><i>Estimated amount</i>  <input type="text" value="AUD"/></p>
<p><b>F Tax exempt foreign income for the 6 month period</b>  <i>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 receive this type of income, it will be recorded on your payment summary. Do not include any foreign income amount you have already included in question 45(G).</i></p>	<p><i>Estimated amount</i>  <input type="text" value="AUD"/></p>	<p><i>Estimated amount</i>  <input type="text" value="AUD"/></p>
<p><b>G Child support PAID for the 6 month period</b>  <i>Types of child support include: private child support, child support you <b>PAY</b> through the Child Support Agency, non-cash child support and any other amounts.</i>  <i>You should keep proof of child support you <b>PAY</b> as you may be asked to show evidence of this amount.</i>            Provide details of how much you (or your partner) expect to <b>PAY</b> in child support in the 6 month period?  <b>Note:</b> The full amount of any child support you pay for the 6 month period will be deducted from your estimated income.</p>	<p><i>Estimated amount</i>  <input type="text" value="\$"/></p>	<p><i>Estimated amount</i>  <input type="text" value="\$"/></p>

**47** Do you currently get Family Tax Benefit as a fortnightly payment or a zero rate?

No  **Go to 49**

Yes  Please list the children you are currently getting Family Tax Benefit for.


▶ *Go to next question*

**48** Have any of the details of the children listed in Question 47 changed?

No  *Go to next question*

Yes  You will need to advise the Family Assistance Office on **13 6150** of these changes, alternatively, you can complete Children details (Questions 49 to 110), for the child(ren) whose details have changed.

▶ *Go to next question*

**49** Give the following details for any children for whom you want to claim Family Assistance. Family Assistance includes Baby Bonus, Maternity Immunisation Allowance and Family Tax Benefit. Do not include any children that you have listed at question 47 unless some of their details have changed.

If you are claiming for more than 2 children, photocopy and attach pages (14 to 19) for each additional child before completing the details for child 1 and 2.

### Child 1

**50** Child's family name

Child's first given name

Child's second given name

**51** Has this child been known by any other names?

No  **Go to next question**

Yes  List the other names

**52** Child's sex

Male

Female

**53** Child's date of birth

 /  / 


Attach proof of birth or adoption (e.g. birth certificate, **Newborn child Claim for Family Assistance and Medicare** form (FA101) or adoption papers) if you have not already done so.

**54** What is this child's country of birth?

**55** Has this child lived or travelled outside Australia since birth or 1 September 1994, including short trips and holidays?

The answer to this question may enable the Family Assistance Office to access electronic records held by Australia's immigration department since 1 September 1994. These records will help us to verify your child's Australian residence on your behalf and assist in processing your claim.

No  **Go to next question**

Yes  Give details below

Passport number

Country of issue

**56** The term 'parent' refers to a natural parent or a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place.

**Your relationship to this child**

Parent

Adoptive parent

Grandparent

Step-parent

Foster carer

Other  Give details below

**57** Your partner's (if you have one) relationship to this child

Parent

Adoptive parent

Grandparent

Step-parent

Foster carer

Other  Give details below

**58** Are either you and/or your partner (if you have one) the parent(s) of this child (at **either** questions 56 and/or 57)?

No  **Go to 63**

Yes  **Go to next question**

**59** Is this a newborn child?

No  **Go to 63**

Yes  **Go to next question**

**60** Are you claiming Baby Bonus for this newborn child?

No  **Go to 64**

Yes  **Go to next question**

## Child 1

### 61 Please read this before answering the following question

To be paid Baby Bonus parents must have registered (or applied to register), the birth of their newborn child with the state or territory registry of births. Parents are responsible for registering the birth of their child within 60 days of the child's birth. However, this is not a requirement for people whose child is adopted or born outside Australia.

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

No  You **cannot be paid Baby Bonus** until you have done so. You must do this and advise us within 52 weeks of your newborn's date of birth. Please continue with this form as you may be able to receive other payments and services.

Yes  You may be asked to provide proof of this registration.


Not required  This is where you are not responsible by state or territory law to register the birth of your child. If you are not sure please contact your state or territory registry of births for further information. The Family Assistance Office may contact you if more information is required.

### 62 Do you intend to lodge the **Newborn child Claim for Family Assistance and Medicare** form (FA101) as provided at the birth of a newborn child?

I have already  **Go to 64**  
lodged this form

No  **Go to 64**

Yes

 You will need to complete and attach the **Newborn child Claim for Family Assistance and Medicare** form (FA101).  
▶ **Go to 64**

### 63 Are you claiming Baby Bonus for this child?

No

Yes

### 64 If you (and your partner) are the parent/adoptive parent of this child at **both** questions 56 and 57. **Go to 65**

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

### 65 Is this child an orphan?

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

No  **Go to next question**

Yes  Call the Family Assistance Office on **13 6150** to discuss Double Orphan Pension.

### 66 Do you expect this child to be in your care for at least the next 26 weeks?

No

Yes

### 67 Did this child enter your care from someone else?

No  **Go to 70**

Yes  Who cared for this child before you?

Name

Address


Postcode

Contact phone number (if known)

### 68 When did this child enter your care?

### 69 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.

### 70 Is this child under 5 years of age?

No  **Go to next question**

Yes  **Go to 81**

### 71 Is this child under 16 years of age?

No  **Go to next question**

Yes  **Go to 74**

### 72 Is this child under 21 years of age?

No  **Go to 75**

Yes  **Go to next question**

## Child 1

**73** Has this child obtained a Year 12 or equivalent qualification?

No  **Go to 76**

Yes  Give details below

Student Identification Number

Certificate Number

Name of School/College/Campus  
(including Australian Technical College)

Course title (e.g. NSW Higher School Certificate or  
Certificate Level II in Hospitality)

Date this child first enrolled  
or started study, whichever  
is earlier

Date completed

**74** Is this child currently a full-time student?

No  **Go to 78**

Yes

**75** Is this child under 25 years of age?

No  **Do not answer any more questions for THIS child.  
Go to 110**

Yes  **Go to next question**

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

No  **Go to next question**

Yes  Give details below

Student Identification Number

Name of School/College/Campus  
(including Australian Technical College)

Course title (e.g. NSW Higher School Certificate or  
Certificate Level II in Hospitality)

Date this child first enrolled  
or started study, whichever  
is earlier

Date this child will complete  
this qualification

Is this child enrolled:

Full-time  **Go to 78**

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

**77** Is there a reason this child is not in full-time education or  
training?

No  **Go to next question**

Yes  Give details below

Start date

Date this circumstance  
will cease

**78** Will this child's adjusted taxable income be \$13,010 or more  
for the 2010–2011 financial year?

If you have a child aged 16 years or older or non-student  
aged 5–15 years with income of \$13,010 or more in the  
2010–2011 financial year, you are not entitled to receive  
Family Tax Benefit for them.

No  **Go to next question**

Yes  Give details below

**79** Is this child 16 years or over and has a partner?

No  **Go to next question**

Yes  What is their combined adjusted taxable income?

**80 Please read this before answering the question**

You can reduce any potential overpayment by receiving any  
entitlement to Family Tax Benefit for this child after the end  
of the financial year when your child's income is known and  
your actual income has been assessed by the Australian  
Taxation Office. You still need to advise the Family Assistance  
Office of any change of circumstances when they occur.

Do you want to reduce any potential overpayment by receiving  
any entitlement for this child after the end of the financial year  
when their income is known?

No  **Go to next question**

Yes  If eligible, you can receive Family Tax Benefit for  
this child as a lump sum.

**Go to next question**

## Child 1

**81** Is this child receiving or has this child received any of the following payments or education allowances?

- ABSTUDY (do not include ABSTUDY Part A)
- Carer Payment
- Community Development Employment Project Participant Supplement (CDEP)
- Disability Support Pension
- Disability Support Pension (Blind)
- Parenting Payment
- Sickness Allowance
- Special Benefit
- Youth Allowance
- Veterans' Children Education Scheme (VCES) / Military Rehabilitation and Compensation Act Education and Training Scheme (MRCAETS) paid by the Department of Veterans' Affairs.

No  **Go to next question**

Yes  If this child is 16 years or older and receives payments for the whole financial year this child is not an eligible Family Tax Benefit child – do not answer any more questions for THIS child.

**Go to 110**

**82** 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, Maternity Immunisation Allowance and Baby Bonus you must have care of the child for at least 35 per cent of the time.

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

No  **Go to 92**

Yes  Who does this child spend time with?

Name

Address

Postcode

Phone number

**83** 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.**

**84** Do you have a parenting plan or court order that shows where this child stays?

No  **Go to 86**

Yes   Please attach a copy of the parenting plan or court order, if you have not already done so.

**85** Are the arrangements in the parenting plan or court order being followed?

No  **Go to next question**

Yes  **Go to 91**

**86** Do you know what percentage of care you will have for the care period stated in question 83?

No  **Go to 89**

Yes  **Go to next question**

**87** What percentage of care will you have during the care period stated in question 83?

%

**88** What percentage of care will the other parent, carer or guardian of this child have during the care period stated in question 83?

%

**Go to 92**

**89** How long will this child be with you for the care period stated in question 83?

Provide the total time in nights, weeks or hours.

**Only write one total time.**

Total number  
of nights

**OR**

Total number  
of weeks

**OR**

Total number  
of hours



## Child 1

**99** Have the child support details for this child changed?

No  **Go to 110**

Yes  **Go to next question**

**100** Who is entitled to apply for child support for this child?

You  *You need to complete the child support questions (101 to 109) for this child.*

Your partner  *Your partner needs to complete the child support questions (101 to 109) for this child.*

**101** Have you taken any action to obtain child support for this child (for example, by contacting the Child Support Agency)?

No  **Go to next question**

Yes  **Go to 103**

**102** Please explain why you have not taken any action to obtain child support for this child

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

**Go to next question**

**103** Do you have a Child Support Agency assessment for this child?

No  **An assessment is required in order to pay you the correct amount of Family Tax Benefit. You can start this assessment by calling the Child Support Agency on 13 1272.**

**Go to 108**

Yes  **Go to next question**

**104** How is this child support for this child registered to be collected?

Privately  **Go to next question**

Child Support Agency  **Go to 108**

**105 Please read before answering the following questions**

Child support can include cash, spousal maintenance for yourself if it is from the other parent, capitalised maintenance/lump sum payments and non-cash amounts. Non-cash child support includes receiving food, clothes etc from the other parent, and also includes payments made to another person or organisation on your behalf, such as loan repayments, school fees, rates, insurance, household expenses, child care fees, school fees or other expenses/purchases.

Capitalised maintenance or a lump sum payment is maintenance that is not a regular or periodic payment and is worth more than \$1500. It may be provided as a lump sum payment (i.e. a cash amount) or a property settlement (i.e. your home, a car, a business etc).

For more information, see *Child Support You Receive* in the **Notes Booklet**.

**106** Do you receive child support in excess of the amount assessed by the Child Support Agency?

No  **Go to 109**

Yes  **Go to next question**

**107** What is the total amount of child support you receive for this child privately?

\$  per

Date this started

/  /  **Go to 109**

**108** Do you receive child support privately (i.e. any amounts not received through the Child Support Agency)?

No  **Go to next question**

Yes  **You need to advise the Child Support Agency if you receive any child support (including cash, spousal maintenance for yourself if it is from the other parent, a lump sum or non-cash) privately.**

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

No  **Go to next question**

Yes  **How much do you receive?**

Privately

\$  per

Through the Child Support Agency

\$  per

**110** Do you have another child for whom you wish to claim Family Assistance, which includes Baby Bonus, Maternity Immunisation Allowance and Family Tax Benefit?

No  **Go to question 111 on page 26**

Yes  **If you are claiming for more than 2 children, (if you have not already photocopied pages 14 to 19) photocopy and attach pages 20 to 25 for each additional child before completing the details for child 2.**

**Go to next question on the next page**

## Child 2

50 Child's family name

Child's first given name

Child's second given name

51 Has this child been known by any other names?

No  Go to next question

Yes  List the other names

---

52 Child's sex

Male

Female

53 Child's date of birth



Attach proof of birth or adoption (e.g. birth certificate, **Newborn child Claim for Family Assistance and Medicare** form (FA101) or adoption papers) if you have not already done so.

54 What is this child's country of birth?

55 Has this child lived or travelled outside Australia since birth or 1 September 1994, including short trips and holidays?

The answer to this question may enable the Family Assistance Office to access electronic records held by Australia's immigration department since 1 September 1994. These records will help us to verify your child's Australian residence on your behalf and assist in processing your claim.

No  Go to next question

Yes  Give details below

Passport number

Country of issue

56 The term 'parent' refers to a natural parent or a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place.

Your relationship to this child

Parent

Adoptive parent

Grandparent

Step-parent

Foster carer

Other  Give details below

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

Parent

Adoptive parent

Grandparent

Step-parent

Foster carer

Other  Give details below

58 Are either you and/or your partner (if you have one) the parent(s) of this child (at either questions 56 and/or 57)?

No  Go to 63

Yes  Go to next question

59 Is this a newborn child?

No  Go to 63

Yes  Go to next question

60 Are you claiming Baby Bonus for this newborn child?

No  Go to 64

Yes  Go to next question

## Child 2

### 61 Please read this before answering the following question

To be paid Baby Bonus parents must have registered (or applied to register), the birth of their newborn child with the state or territory registry of births. Parents are responsible for registering the birth of their child within 60 days of the child's birth. However, this is not a requirement for people whose child is adopted or born outside Australia.

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

No  You **cannot be paid Baby Bonus** until you have done so. You must do this and advise us within 52 weeks of your newborn's date of birth. Please continue with this form as you may be able to receive other payments and services.

Yes  You may be asked to provide proof of this registration.


Not required  This is where you are not responsible by state or territory law to register the birth of your child. If you are not sure please contact your state or territory registry of births for further information. The Family Assistance Office may contact you if more information is required.

### 62 Do you intend to lodge the **Newborn child Claim for Family Assistance and Medicare** form (FA101) as provided at the birth of a newborn child?

I have already  **Go to 64**  
lodge this form

No  **Go to 64**

Yes

 You will need to complete and attach the **Newborn child Claim for Family Assistance and Medicare** form (FA101).  
▶ **Go to 64**

### 63 Are you claiming Baby Bonus for this child?

No

Yes

### 64 If you (and your partner) are the parent/adoptive parent of this child at **both** questions 56 and 57. **Go to 65**

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

### 65 Is this child an orphan?

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

No  **Go to next question**

Yes  Call the Family Assistance Office on **13 6150** to discuss Double Orphan Pension.

### 66 Do you expect this child to be in your care for at least the next 26 weeks?

No

Yes

### 67 Did this child enter your care from someone else?

No  **Go to 70**

Yes  Who cared for this child before you?

Name

Address


Postcode

Contact phone number (if known)

### 68 When did this child enter your care?

### 69 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.

### 70 Is this child under 5 years of age?

No  **Go to next question**

Yes  **Go to 81**

### 71 Is this child under 16 years of age?

No  **Go to next question**

Yes  **Go to 74**

### 72 Is this child under 21 years of age?

No  **Go to 75**

Yes  **Go to next question**

## Child 2

**73** Has this child obtained a Year 12 or equivalent qualification?

No  **Go to 76**

Yes  Give details below

Student Identification Number

Certificate Number

Name of School/College/Campus  
(including Australian Technical College)

Course title (e.g. NSW Higher School Certificate or  
Certificate Level II in Hospitality)

Date this child first enrolled  
or started study, whichever  
is earlier

Date completed

**74** Is this child currently a full-time student?

No  **Go to 78**

Yes

**75** Is this child under 25 years of age?

No  **Do not answer any more questions for THIS child.  
Go to 110**

Yes  **Go to next question**

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

No  **Go to next question**

Yes  Give details below

Student Identification Number

Name of School/College/Campus  
(including Australian Technical College)

Course title (e.g. NSW Higher School Certificate or  
Certificate Level II in Hospitality)

Date this child first enrolled  
or started study, whichever  
is earlier

Date this child will complete  
this qualification

Is this child enrolled:

Full-time  **Go to 78**

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

**77** Is there a reason this child is not in full-time education or  
training?

No  **Go to next question**

Yes  Give details below

Start date	Date this circumstance will cease
<input type="text"/>	<input type="text"/>

**78** Will this child's adjusted taxable income be \$13,010 or more  
for the 2010–2011 financial year?

If you have a child aged 16 years or older or non-student  
aged 5–15 years with income of \$13,010 or more in the  
2010–2011 financial year, you are not entitled to receive  
Family Tax Benefit for them.

No  **Go to next question**

Yes  Give details below

**79** Is this child 16 years or over and has a partner?

No  **Go to next question**

Yes  What is their combined adjusted taxable income?

**80 Please read this before answering the question**

You can reduce any potential overpayment by receiving any  
entitlement to Family Tax Benefit for this child after the end  
of the financial year when your child's income is known and  
your actual income has been assessed by the Australian  
Taxation Office. You still need to advise the Family Assistance  
Office of any change of circumstances when they occur.

Do you want to reduce any potential overpayment by receiving  
any entitlement for this child after the end of the financial year  
when their income is known?

No  **Go to next question**

Yes  If eligible, you can receive Family Tax Benefit for  
this child as a lump sum.

**Go to next question**

## Child 2

**81** Is this child receiving or has this child received any of the following payments or education allowances?

- ABSTUDY (do not include ABSTUDY Part A)
- Carer Payment
- Community Development Employment Project Participant Supplement (CDEP)
- Disability Support Pension
- Disability Support Pension (Blind)
- Parenting Payment
- Sickness Allowance
- Special Benefit
- Youth Allowance
- Veterans' Children Education Scheme (VCES) / Military Rehabilitation and Compensation Act Education and Training Scheme (MRCAETS) paid by the Department of Veterans' Affairs.

No  **Go to next question**

Yes  If this child is 16 years or older and receives payments for the whole financial year this child is not an eligible Family Tax Benefit child – do not answer any more questions for THIS child.

**Go to 110**

**82** 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, Maternity Immunisation Allowance and Baby Bonus you must have care of the child for at least 35 per cent of the time.

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

No  **Go to 92**

Yes  Who does this child spend time with?

Name

Address



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Postcode

Phone number

**83** 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.**

**84** Do you have a parenting plan or court order that shows where this child stays?

No  **Go to 86**

Yes   Please attach a copy of the parenting plan or court order, if you have not already done so.

**85** Are the arrangements in the parenting plan or court order being followed?

No  **Go to next question**

Yes  **Go to 91**

**86** Do you know what percentage of care you will have for the care period stated in question 83?

No  **Go to 89**

Yes  **Go to next question**

**87** What percentage of care will you have during the care period stated in question 83?

 %

**88** What percentage of care will the other parent, carer or guardian of this child have during the care period stated in question 83?

 % **Go to 92**

**89** How long will this child be with you for the care period stated in question 83?

Provide the total time in nights, weeks or hours.

**Only write one total time.**

Total number  
of nights

**OR**

Total number  
of weeks

**OR**

Total number  
of hours



## Child 2

**99** Have the child support details for this child changed?

No  **Go to 110**

Yes  **Go to next question**

**100** Who is entitled to apply for child support for this child?

You  *You need to complete the child support questions (101 to 109) for this child.*

Your partner  *Your partner needs to complete the child support questions (101 to 109) for this child.*

**101** Have you taken any action to obtain child support for this child (for example, by contacting the Child Support Agency)?

No  **Go to next question**

Yes  **Go to 103**

**102** Please explain why you have not taken any action to obtain child support for this child

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

**Go to next question**

**103** Do you have a Child Support Agency assessment for this child?

No  **An assessment is required in order to pay you the correct amount of Family Tax Benefit. You can start this assessment by calling the Child Support Agency on 13 1272.**

**Go to 108**

Yes  **Go to next question**

**104** How is this child support for this child registered to be collected?

Privately  **Go to next question**

Child Support Agency  **Go to 108**

**105 Please read before answering the following questions**

Child support can include cash, spousal maintenance for yourself if it is from the other parent, capitalised maintenance/lump sum payments and non-cash amounts. Non-cash child support includes receiving food, clothes etc from the other parent, and also includes payments made to another person or organisation on your behalf, such as loan repayments, school fees, rates, insurance, household expenses, child care fees, school fees or other expenses/purchases.

Capitalised maintenance or a lump sum payment is maintenance that is not a regular or periodic payment and is worth more than \$1500. It may be provided as a lump sum payment (i.e. a cash amount) or a property settlement (i.e. your home, a car, a business etc).

For more information, see *Child Support You Receive* in the **Notes Booklet**.

**106** Do you receive child support in excess of the amount assessed by the Child Support Agency?

No  **Go to 109**

Yes  **Go to next question**

**107** What is the total amount of child support you receive for this child privately?

\$  per

Date this started

/  /  **Go to 109**

**108** Do you receive child support privately (i.e. any amounts not received through the Child Support Agency)?

No  **Go to next question**

Yes  **You need to advise the Child Support Agency if you receive any child support (including cash, spousal maintenance for yourself if it is from the other parent, a lump sum or non-cash) privately.**

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

No  **Go to next question**

Yes  **How much do you receive?**

Privately

\$  per

Through the Child Support Agency

\$  per

**110** Do you have another child for whom you wish to claim Family Assistance, which includes Baby Bonus, Maternity Immunisation Allowance and Family Tax Benefit?

No  **Go to next question**

Yes  **Attach details of each additional child.**  
**Go to next question**

**111** Are you claiming Family Tax Benefit for a child(ren)?

No  **Go to 163**

Yes  **Go to next question**

---

Blended family details

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**112** Please read this before answering the following question

A **blended family** is a family with 2 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.

You and your partner must have an eligible Family Tax Benefit child in your care for at least 35 per cent of the time. For more information on *Blended families*, call the Family Assistance Office on **13 6150**.

Are you in a blended family?

No  **Go to 115**

Yes  **Go to next question**

**113** Please read this before answering the following question

If you are a blended family, you (and your partner) can choose to share your combined Family Tax Benefit amount. You can decide between you what percentage of your combined amount you will each receive.

Do you (and your partner) want to be paid your Family Tax Benefit separately?

No  **Go to 115**

Yes  **Go to next question**

**114** Please read this before answering the following question

Each member of a blended family must claim Family Tax Benefit the same way, as either fortnightly payments or a lump sum claim through the Family Assistance Office.

Your partner will need to complete a separate claim before you can start being paid your percentage of Family Tax Benefit.

Only provide details of the children you are claiming Family Tax Benefit for.

What percentage of your family's entitlement to Family Tax Benefit do YOU want to claim?

%

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Accommodation

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**115** Have you previously provided the Family Assistance Office with your accommodation details?

No  **Go to 117**

Yes  **Go to next question**

**116** Have these details changed?

No  **Do not answer questions 117 to 139. Go to 140**

Yes  **Go to next question**

**117** Do you (and/or your partner) own a home but live elsewhere?

No

Yes

**118** Which of the following best describes where you live?

In a home which is owned by a private company or a private trust that you have an interest in  **Go to 140**

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 119**

In accommodation which you (and/or your partner) have the right to use for life  **Go to 123**

In public housing (e.g. housing owned by the Housing Authority. This does not include paying rent to a Community Housing organisation.)  **Go to 120**

In a place where you (and/or your partner) pay private rent (this includes site or mooring fees)  **Go to 128**

In a boarding house/hostel/private hotel  **Go to 130**

In accommodation where you pay no rent  **Go to 138**

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

<b>Go to 128</b>

**119** 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  **Do not answer questions 120 to 139. Go to 140**

Yes  **Go to 128**

**120** 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  **Do not answer questions 121 to 139. Go to 140**

**121** Does the primary tenant pay rent at the market rate?

No  Go to next question

Not sure  Go to next question

Yes  **Go to 129**

**122** 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  **Do not answer questions 123 to 139. Go to 140**

Yes  **Go to 128**

**123** 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 125**

**124** 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 140**

Have a formal agreement documenting your right to accommodation for life  **Go to 140**

Have an informal arrangement with children to live at their home and pay rent  **Go to 128**

Informal arrangement, no rent paid  **Go to 140**

Other  Give details below

Form with three horizontal lines and a "Go to 128" button at the bottom right.

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

Form with two slashes for date entry: / /

**126** Details of the payment/transfer

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

Form with a dollar sign and a box for the amount.

**AND/OR**

What assets were transferred?

Form with a horizontal line and a box for asset details.

Market value of assets transferred?

Form with a dollar sign and a box for the market value.

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

Full name (of the person or organisation)

Form with a box for the full name.

Address

Form with a box for the address and a "Postcode" label at the bottom right.

**128** 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  **Go to 130**

Other  Give details below

Form with a box for other accommodation details.

Go to next question

**129** Do you (and your partner) share your accommodation with other people?

Sharing your accommodation means that you have the right to use a kitchen, bedroom or bathroom with one or more persons. This excludes children under 16, but includes people who regularly stay any number of nights per week at your accommodation and people who work away from home, (e.g. truck drivers, miners, flight attendants, fishermen, members of the armed forces).

No  **Go to 130**

Yes  Give details below of people who share your accommodation. You may be contacted and asked further questions or sent a form.

<b>1</b> Person's name	Age
<input type="text"/>	<input type="text"/>
Sex	Your relationship to this person
Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/>
When did they move in?	Their share of the rent/lodgings
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>
How often do they pay?	<input type="text"/>

<b>2</b> Person's name	Age
<input type="text"/>	<input type="text"/>
Sex	Your relationship to this person
Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/>
When did they move in?	Their share of the rent/lodgings
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>
How often do they pay?	<input type="text"/>

<b>3</b> Person's name	Age
<input type="text"/>	<input type="text"/>
Sex	Your relationship to this person
Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/>
When did they move in?	Their share of the rent/lodgings
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>
How often do they pay?	<input type="text"/>

<b>4</b> Person's name	Age
<input type="text"/>	<input type="text"/>
Sex	Your relationship to this person
Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/>
When did they move in?	Their share of the rent/lodgings
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>
How often do they pay?	<input type="text"/>

If you share with more than 4 people, attach a separate sheet with details.

**130** 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  **Go to 132**

Yes  **Go to next question**

**131** Can you separate the amounts you (and/or your partner) pay for board and/or lodgings?

No  Total board and lodgings charged per day, week, fortnight, 4 weeks or calendar month

\$  per

Yes  Amount paid for board (meals) per day, week, fortnight, 4 weeks or calendar month

\$  per

Amount paid for lodgings (accommodation only) per day, week, fortnight, 4 weeks or calendar month

\$  per

**Go to 133**

**132** How much do **you** (and/or **your partner**) pay per day, week, fortnight, 4 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 or contribution from another person or organisation.

\$  per

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

/  /

**134** Do you (and your partner) live in a boarding house, hostel, private hotel, hospital or disability housing?

No  **Go to next question**

Yes  **Go to 136**

**135** What is the **total amount** of rent charged for the property per day, week, fortnight, 4 weeks or calendar month?

\$  per

**136** Details of your landlord, authorised agent or person you (and/or your partner) pay rent to

Full name

Address

---

---

Postcode

Contact phone number

 (    )

**137** 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.

**138** 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 140

No  Go to next question

Yes  Go to 140

**139** Is this separation:

for medical reasons? No

Yes

temporary? No

Yes

because your partner is in prison? No

Yes

## Income details

**140** Do you (and/or your partner) get any payments from the Department of Veterans' Affairs?

No  Go to next question

Yes  Give details below

### You

Type of payment

Service Pension

Income Support Supplement

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

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

 / /

**141 Please read this information before answering the following**

Australian Government pensions and benefits are income support payments.

For more information, please see *an income support payment* table in the **Notes Booklet Notes-13**.

Are you receiving an income support payment?

No

Yes

**142** Do you have a partner?

No

Yes

**143** Did you answer 'Yes' at question 141 AND 'No' at question 142?

No  ► *Go to next question*

Yes  ► ***Do not answer questions 144 to 145. Go to 146***

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

Your estimated annual income for Family Tax Benefit should be based on your (and your partner's) income components as listed below. 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 lodge a tax return for the 2010–2011 financial year, any income you earn in the financial year is still considered taxable income and you should include it in your estimate.

**For every \$1,000 your actual annual family income is higher than your estimate, you MAY have an overpayment of up to \$500 (i.e. \$300 for Family Tax Benefit Part A and \$200 for Family Tax Benefit Part B) and have to pay it back after the end of the financial year.**

**All overpayments need to be paid back. Overpayments of Family Tax Benefit and Child Care Benefit may be recovered from your future Family Tax Benefit payments, including end of year supplement payments. Overpayments from Family Tax Benefit and Child Care Benefit may be recovered from tax refunds.**

For more information, see *Estimating your actual family income* in the **Notes Booklet**.

**Use the following table to estimate your (and/or your partner's) taxable income for 1 July 2010 to 30 June 2011.**

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

		You	Your partner
<b>A</b>	<b>Estimated taxable income from salary and wages</b> <i>Include overtime payments, pay rises and bonuses.</i>	\$ <input type="text"/>	\$ <input type="text"/>
<b>B</b>	<b>Estimated taxable income from lump sum payments</b> <i>Include termination and redundancy payments.</i>	\$ <input type="text"/>	\$ <input type="text"/>
<b>C</b>	<b>Estimated taxable income from business or self-employment</b> <i>Include taxable income from sole-trading and distributions from partnerships, trusts and companies.</i> <i>You may need to refer to your profit and loss statements.</i>	Profit or Loss \$ <input type="text"/>	\$ <input type="text"/>
		- \$ <input type="text"/>	- \$ <input type="text"/>
<b>D</b>	<b>Estimated taxable income from investments</b> <i>Include income from banks, credit unions, building societies, dividends from shares, income from managed investments.</i> <b>If you expect to make a loss, make sure you subtract this from your total estimated income and make sure you also answer question 145(C) – 'Total net investment losses'.</b>	Profit or Loss \$ <input type="text"/>	\$ <input type="text"/>
		- \$ <input type="text"/>	- \$ <input type="text"/>
<b>E</b>	<b>Estimated taxable income from real estate</b> <i>Include taxable income from all residential or commercial real estate for which you (or your partner) receive rent. This can include houses, a room in your house, units, pasture and boats.</i> <b>If you expect to make a loss, make sure you subtract this from your total estimated income and make sure you also answer question 145(C) – 'Total net investment losses'.</b>	Profit or Loss \$ <input type="text"/>	\$ <input type="text"/>
		- \$ <input type="text"/>	- \$ <input type="text"/>
<b>F</b>	<b>Estimated taxable income from government pensions or benefits</b> <i>You must include any amount you expect to receive from payments such as Newstart Allowance, Parenting Payment, Age Pension, Austudy, Disability Support Pension of Age Pension age or Disability Support Pension (Blind) of Age Pension age, Farm Help, Department of Veterans' Affairs payments, including taxable Defence Force Income Support Supplement, Special Benefit and the taxable components of ABSTUDY or Youth Allowance you receive for yourself</i>	\$ <input type="text"/>	\$ <input type="text"/>
<b>G</b>	<b>Other estimated taxable income</b> <i>For example, superannuation withdrawals, scholarships, capital gains or foreign income on which you pay Australian tax.</i>	AUD <input type="text"/>	AUD <input type="text"/>
<b>Total estimated taxable income (total of A to G)</b>		= \$ <input type="text"/>	\$ <input type="text"/>

**145** Provide details of how much you (and/or your partner) expect to receive from any of the following in the 2010–2011 financial year

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

For more information, see *Estimating your actual family income* in the **Notes Booklet**.

	You	Your partner
<p><b>A Reportable fringe benefits</b></p> <p><i>A reportable fringe benefit provided by your (and/or your partner's) employer is counted as part of your family's income.</i></p>	<p><i>Estimated amount</i></p> <p>\$ <input type="text"/></p>	<p><i>Estimated amount</i></p> <p>\$ <input type="text"/></p>
<p><b>B Reportable superannuation contributions</b></p> <p><i>Reportable superannuation contributions generally include discretionary employer superannuation contributions such as voluntary salary sacrificed amounts and, for the self-employed, total superannuation contributions which will be claimed as a tax deduction. Reportable superannuation contributions do not include compulsory employer contributions.</i></p>	<p><i>Estimated amount</i></p> <p>\$ <input type="text"/></p>	<p><i>Estimated amount</i></p> <p>\$ <input type="text"/></p>
<p><b>C Total net investment losses</b></p> <p><i>Net losses from investments include the losses from rental properties and financial investments. Net losses from investments are considered as income for family assistance purposes.</i></p> <p><b>If you entered a net loss for your taxable income from real estate and/or investments at questions 144(D) or (E), you should copy the amount of the loss here.</b></p>	<p><i>Estimated amount</i></p> <p>-\$ <input type="text"/></p>	<p><i>Estimated amount</i></p> <p>-\$ <input type="text"/></p>
<p><b>D Tax free pensions and benefits</b></p> <p><i>Any tax free pensions and benefits you expect to receive from Centrelink or the Department of Veterans' Affairs in the 2010–2011 financial year will be counted as part of your family's income.</i></p> <p><b>Income from tax free pensions and benefits is included in your adjusted taxable income for family assistance purposes.</b></p>	<p><i>Estimated amount</i></p> <p>\$ <input type="text"/></p>	<p><i>Estimated amount</i></p> <p>\$ <input type="text"/></p>
<p><b>E Foreign income</b></p> <p><i>Any income earned, derived or received from sources outside Australia for which you do not have to pay Australian income tax is counted as income.</i></p> <p><i>Do not include any foreign income amount you have already included in question 144(G).</i></p> <p><b>The exchange value of any foreign income is included in your adjusted taxable income for family assistance purposes.</b></p>	<p><i>Estimated amount</i></p> <p>AUD <input type="text"/></p>	<p><i>Estimated amount</i></p> <p>AUD <input type="text"/></p>
<p><b>F Tax exempt foreign income</b></p> <p><i>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 receive this type of income, it will be recorded on your payment summary.</i></p> <p><i>Do not include any foreign income amount you have already included in question 144(G).</i></p>	<p><i>Estimated amount</i></p> <p>AUD <input type="text"/></p>	<p><i>Estimated amount</i></p> <p>AUD <input type="text"/></p>
<p><b>G Child support PAID</b></p> <p><i>Types of child support include: private child support, child support you PAY through the Child Support Agency, non-cash child support and any other amounts.</i></p> <p><i>You should keep proof of child support you PAY as you may be asked to show evidence of this amount.</i></p> <p>Provide details of how much you (and/or your partner) expect to <b>PAY</b> in child support in the 2010–2011 financial year.</p> <p><b>Note:</b> The full amount of any child support you pay will be deducted from your estimated income.</p>	<p><i>Estimated amount</i></p> <p>\$ <input type="text"/></p>	<p><i>Estimated amount</i></p> <p>\$ <input type="text"/></p>

**You****146 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. 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 **13 6150**.

▶ **Go to 159**

Yes  *Go to next question*

**147 What date did you cease previous employment?**

Never worked

Previously worked  Date ceased work

 /  / 
**148 Since commencing or returning to work, have you worked an average of at least 10 hours per week over a period of 4 consecutive weeks?**

No  *Go to next question*

Yes  Date **you** commenced this work

 /  / 

▶ **Go to 153**

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

No  **Go to 159**

Yes  *Go to next question*

**150 Do you wish to nominate that you have commenced or returned to work?**

No  You should contact the Family Assistance Office if you decide at a later date that you would like to nominate a commencement or return to work.

▶ **Go to 159**

Yes  *Go to next question*

**151 Did you commence or return to work in the 2009–2010 financial year?**

No  *Go to next question*

Yes  Date **you** commenced this work

 /  / 

▶ **Go to 153**

**Your partner (if you have one)****146 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. 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 **13 6150**.

▶ **Go to 159**

Yes  *Go to next question*

**147 What date did your partner cease previous employment?**

Never worked

Previously worked  Date ceased work

 /  / 
**148 Since commencing or returning to work, has your partner worked an average of at least 10 hours per week over a period of 4 consecutive weeks?**

No  *Go to next question*

Yes  Date **your partner** commenced this work

 /  / 

▶ **Go to 153**

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

No  **Go to 159**

Yes  *Go to next question*

**150 Does your partner wish to nominate that they have commenced or returned to work?**

No  Your partner should contact the Family Assistance Office if they decide at a later date that they would like to nominate a commencement or return to work.

▶ **Go to 159**

Yes  *Go to next question*

**151 Did your partner commence or return to work in the 2009–2010 financial year?**

No  *Go to next question*

Yes  Date **your partner** commenced this work

 /  / 

▶ **Go to 153**

## You

- 152** Did you commence or return to work in the 2010–2011 financial year?

You will need to confirm this commencement or return to work date in writing, after the end of the 2010–2011 financial year.

No  Go to next question

Yes  Date **you** commenced this work

- 153** Is the commencement or return to work related to starting or recommencing self-employment?

No

Yes

- 154** Give details of employer or self-employment

Name of employer

Australian Business Number (ABN)

---

Address (if not your home)

---

---

Postcode

Contact phone number ( )

If you have more than 1 type of employment, attach a separate sheet with details.

## Your partner (if you have one)

- 152** Did your partner commence or return to work in the 2010–2011 financial year?

Your partner will need to confirm this commencement or return to work date in writing, after the end of the 2010–2011 financial year.

No  Go to next question

Yes  Date **your partner** commenced this work

- 153** Is the commencement or return to work related to starting or recommencing self-employment?

No

Yes

- 154** Give details of employer or self-employment

Name of employer

Australian Business Number (ABN)

---

Address (if not your home)

---

---

Postcode

Contact phone number ( )

If your partner has more than 1 type of employment, attach a separate sheet with details.

**You**

**155** Did you have any periods of paid leave during the financial year in which you commenced or returned to work?

This includes annual leave, paid maternity leave, long service leave or sick leave periods for which you were paid since you stopped work, or paid to you in advance of stopping work. This also includes payments you received in the previous financial year if paid in respect of a period that includes the financial year you commenced or returned to work.

If you do not have this information, you may need to contact your employer to confirm any periods of paid leave.

No  Go to next question

Yes  Give details below for each leave type

**1** Type of leave entitlement

Period start date

Period end date

**2** Type of leave entitlement

Period start date

Period end date

**3** Type of leave entitlement

Period start date

Period end date

If you have more than 3 types of leave entitlement, attach a separate sheet with details.

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

**155** Did your partner have any periods of paid leave during the financial year in which they commenced or returned to work?

This includes annual leave, paid maternity leave, long service leave or sick leave periods for which your partner was paid since they stopped work, that was paid to them in advance of stopping work. This also includes payments they received in the previous financial year if paid in respect of a period that includes the financial year they commenced or returned to work.

If your partner does not have this information, they may need to contact their employer to confirm any periods of paid leave.

No  Go to next question

Yes  Give details below for each leave type

**1** Type of leave entitlement

Period start date

Period end date

**2** Type of leave entitlement

Period start date

Period end date

**3** Type of leave entitlement

Period start date

Period end date

If your partner has more than 3 types of leave entitlement, attach a separate sheet with details.

**You**

**156** Do you or did you have any periods of work related insurance or compensation during the financial year in which you commenced or returned to work?

This includes payments received in the previous financial year where you were paid in respect of a period that includes the financial year in which you commenced or returned to work.

No  Go to next question

Yes  Give details below of the periods for each work related insurance or workers compensation payment

**1** Type of payment

Period start date	Period end date
/ /	/ /

**2** Type of payment

Period start date	Period end date
/ /	/ /

If you had more than 2 periods of work related insurance or compensation, attach a separate sheet with details.

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

Questions 157 and 158 are intended to cover periods of income derived from your continued right to receive income (such as a share of the profits) from your previous self-employment in a business, partnership or other entity. You may be asked to provide evidence of the information you have provided in relation to your previous employment or commencement or return to work.

Have you ceased ACTIVE involvement in self-employment?

No  Go to 159

Yes  Go to next question

**158** Have you received any income from self-employment during the financial year in which you commenced or returned to work?

No  Go to next question

Yes  Give details below

Period start date	Period end date
/ /	/ /
/ /	/ /
/ /	/ /
/ /	/ /

If you had more than 4 periods of income from self-employment, attach a separate sheet with details.

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

**156** Does your partner or did your partner have any periods of work related insurance or compensation during the financial year in which they commenced or returned to work?

This includes payments received in the previous financial year where your partner was paid in respect of a period that includes the financial year in which your partner commenced or returned to work.

No  Go to next question

Yes  Give details below of the periods for each work related insurance or workers compensation payment

**1** Type of payment

Period start date	Period end date
/ /	/ /

**2** Type of payment

Period start date	Period end date
/ /	/ /

If your partner had more than 2 periods of work related insurance or compensation, attach a separate sheet with details.

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

Questions 157 and 158 are intended to cover periods of income derived from your partner's continued right to receive income (such as a share of the profits) from their previous self-employment in a business, partnership or other entity. You may be asked to provide evidence of the information you have provided in relation to your partner's previous employment or commencement or return to work.

Has your partner ceased ACTIVE involvement in self-employment?

No  Go to 159

Yes  Go to next question

**158** Has your partner received any income from self-employment during the financial year in which your partner commenced or returned to work?

No  Go to next question

Yes  Give details below

Period start date	Period end date
/ /	/ /
/ /	/ /
/ /	/ /
/ /	/ /

If your partner had more than 4 periods of income from self-employment, attach a separate sheet with details.

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

**All overpayments need to be paid back.** Overpayments of Family Tax Benefit and Child Care Benefit may be recovered from your future Family Tax Benefit payments, including end of year supplement payments. Overpayments from Family Tax Benefit and Child Care Benefit may be recovered from tax refunds.

When you notify an increased estimate to the Family Assistance Office, or if your estimate is automatically uplifted by the Family Assistance Office, your ongoing Family Tax Benefit instalment payments will be adjusted automatically. This will happen, if required, to avoid or reduce a projected Family Tax Benefit overpayment.

**Your payment choice for Family Tax Benefit Part A and Part B**

When you tell the Family Assistance Office about any changes to your actual annual family income estimate, your new fortnightly rate will be worked out using these new details. If your actual annual family income estimate increases, you may have already been overpaid.

If you get your Family Tax Benefit fortnightly, there are several options available to you to reduce the risk of an overpayment of Family Tax Benefit after the end of the financial year. Selecting a payment option will help to reduce or recover any potential overpayment.

You can change your payment option at any time.

For more information go to our website at [www.familyassist.gov.au](http://www.familyassist.gov.au) or call us on **13 6150**.

**163** Will you claim Family Tax Benefit as a lump sum after the end of the financial year?

No  **Go to next question**

Yes  If you have recently separated or separate from the other parent of your child, you must take reasonable action to obtain child support payments to be eligible for more than the base rate of Family Tax Benefit Part A. For more information, call the Child Support Agency on **13 1272**.

**160** 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 from the Family Assistance Office

**161** 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 from the Family Assistance Office

**162** 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 from the Family Assistance Office

**Go to 164**

**164 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?

<p><b>Australian residence</b></p> <p style="text-align: right;">Citizenship papers, passport or other documents  <i>(if you answered No at Question 28)</i></p>	<b>You</b>	<b>Your partner</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Children details</b>      <i>See questions 53 to 93</i></p> <p style="text-align: right;">Proof of Birth has already been given to the Family Assistance Office</p>	<b>Child 1</b>	<b>Child 2</b>
	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate or extract <i>(at Question 53)</i> Adoption papers <i>(at Question 53 or 69)</i> Legal or other documents to support the change of care <i>(at Question 69)</i> Proof of the date the child entered Australia <i>(at Question 93)</i> Other government issued document	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Forms to attach</b>      <i>See questions 53 or 62</i></p> <p style="text-align: right;"><b><i>Newborn child Claim for Family Assistance and Medicare form (FA101)</i></b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Child support details</b>      <i>See question 84</i></p> <p style="text-align: right;">Court order or agreement for child support</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Accommodation details</b></p> <p style="text-align: right;">Full copy of your signed lease or tenancy agreement <i>(at Question 137)</i></p>	<b>You</b>	
	<input type="checkbox"/>	

Statement

**165 Statement**

**I declare that:**

- the information provided in this form is complete and correct.
- I have received the **Notes Booklet**, which includes the privacy notice.

**I understand that:**

- giving false or misleading information is a serious offence.
- if my income estimate is less than my actual annual family income, my top-up payment of Family Tax Benefit, including supplement amounts can be used to offset a tax debt.
- if my actual annual family income changes, any overpayment will need to be paid back and that some or all of my overpayment of Family Tax Benefit may be recovered from my tax refund and/or future Family Tax Benefit payments, including the end of year supplement payments.
- end of year supplement payments can also be used to offset any Family Tax Benefit or Child Care Benefit amounts I owe from previous years.
- the Family Assistance Office can make relevant enquiries to ensure I receive my correct entitlement.

Your signature



Date

/ /

Your partner's signature



Date

/ /