



## CENTREPAY DEDUCTION AUTHORITY

(To be used only if the customer cannot set up a deduction through MyGov)

**Family Name**

**Given Name(s)**

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**Date of Birth**

**Phone Number**

**Email address**

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**CENTRELINK CUSTOMER REFERENCE NUMBER**

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**School / Business Unit** ..... **School /Business Unit Customer Number** .....

**Type of Request:**

- 1. Start a new deduction  Complete Part A and D
- 2. Change a current deduction  Complete Part B and D
- 3. Cancel a current deduction  Complete Part C and D

**A. Start a new deduction**

From which payment do you want the deduction to be taken (e.g. Age Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?

**What amount do you want deducted?**

The minimum Deduction amount for Centrepay is \$10.

\$

**Which payment date do you want the deduction(s) to start from?**

Your next available payment date

**Or**

A future payment date (up to 8 weeks in advance)

/ /

**Do you want to specify a target amount or end date?**

Your deduction will stop if it is cancelled or if you reach a target amount or end date.

No, just continue it until cancelled

**Or**

Yes, stop at target amount

\$

**Or**

Yes, stop at end date

**B. To CHANGE your current deduction or CHANGE your current deduction PERMANENTLY** **target amount**

New deduction amount - each fortnight  Start date for the change

**OR**

**CHANGE your current TARGET AMOUNT for deductions**

New Target Amount  Start date for the change

**C. To CANCEL your current deduction**

**Note:** You are about to cancel your Centrepay deduction. Make sure you have other arrangements in place if required

**From what date do you want the deductions to stop?**

Your next available payment date  or a future payment date of

**D. Authorisation – read, sign and date the statement (MUST be completed)**

I authorise the Australian Government Department of Human Services to make a Deduction of \$ ..... for each fortnight from my nominated Centrelink account and pay the amount to ..... School /Business Unit, as I have directed within this form.

I give permission for \_\_\_\_\_ School / Business Unit to disclose my information to the Department of Human Services for the purposes of checking my account number, billing number and amount I want to pay, and reconciling my payment Deduction details.

I also give permission for \_\_\_\_\_ School / Business Unit to give the Department of Human Services my correct account and billing number if required.

**I understand that:**

I can change or cancel my Deduction at any time; and further information about Centrepay can be found online at **humanservices.gov.au/centrepay**

If my deduction has a target amount and the final deduction is set to pay less than \$2, my second last deduction will be increase by up to \$2 to cover the final amount.

If I stop using the Business but do not stop my Centrepay deduction(s), the business may instruct the Department of Human Services to stop the deduction(s).

**Your Signature**

**Date**

**IMPORTANT INFORMATION**

The Department of Education is collecting your personal information on this form for the purposes of confirming your consent to set up Centrepay arrangements for certain school fees (resources scheme, excursions etc.) or fees and charges pertaining to debts owing to the department. This form will be submitted to Centrelink centrepay as evidence of your consent for this arrangement and will allow your nominated school or business unit, on your behalf, to set up centrepay deductions, vary deductions or cancel deductions under the directions set out in the Centrelink centrepay procedural guide for businesses. We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. If you have any concerns about the use and disclosure of your personal information on this form please contact the relevant school or business unit in the first instance.