

Less paperwork

for employers



Centrelink

www.centrelink.gov.au



Australian Government



Centrelink

giving you options

Centrelink has more than 6.5 million customers nationally. It is therefore possible that some of your employees may be entitled to an income support payment from Centrelink, especially if they are employed on a casual or part-time basis.

In most cases Centrelink payments are subject to income tests. This means that we need to verify the earnings of our customers to ensure they receive their correct taxpayer funded entitlement. This is often done with a written request to the employer for an employee's earnings history.

How will Centrelink reduce paperwork for employers?

Centrelink will ask its customers to provide payslips to verify their and/or their partner's income from employment when they advise us of their earnings. This will reduce the need for Centrelink to write to employers asking for employee income details.

Employers can support these new arrangements by:

- providing employees with a payslip
- encouraging employees to keep their payslips, especially if they are Centrelink customers
- ensuring all the information Centrelink needs is on the payslip you provide employees, **and**
- including information on your payslips encouraging Centrelink customers to keep their payslips.

What information does Centrelink need on payslips?

The payslip will need to contain the following:

- the **employer's business and trading name** (and ABN if possible)
- the **employee's name**
- the **period of time the payslip covers**, or days worked and **rate of pay**
- the **gross and net pay amounts**, including allowances and deductions.

If payslips don't contain information Centrelink needs, you should contact Centrelink's Business Hotline on **13 1158** to discuss options available to reduce Centrelink paperwork.

No more paperwork from Centrelink

Use of payslips to verify employment earnings will significantly reduce the number of Centrelink requests for information. In future you should only receive a request when Centrelink is unable to obtain information from your employee(s).

Need more information?

Centrelink's Business Hotline can assist you:

Phone: **13 1158**

Fax: **13 2115**

Email: **business.hotline@centrelink.gov.au**

Go to our website at **www.centrelink.gov.au**—click on the 'Businesses' section.

Important: Calls to '13' numbers from a standard telephone service can be made from anywhere within Australia for not more than the cost of a local call (call charges may vary depending upon the telephone service provider. Calls to '1800' numbers are free of charge. Calls from public and mobile telephones may be charged at a higher rate.

Disclaimer

The information contained in the publication is intended only as a guide.

What are your responsibilities?

The information is accurate as at October 2006, but may of course change. If you use this publication after that date, please check with Centrelink that the details are up to date.

What is the position if you deal with a third party?

You may deal with a third party who is not a member of Centrelink's staff. If you do so, please remember that Centrelink has not authorised any third parties to provide information or advice to you.

