



Australian Government
Family Assistance Office

Notes Booklet for Approved Child Care payments

throughout the 2011–2012 financial year

Purpose of these notes

These notes provide information about what you need to know to make a claim for child care payments for a child who attends approved child care throughout the year.

- **Child Care Benefit** – is a payment to help families with the cost of child care.
- **Child Care Rebate** – is an additional payment to Child Care Benefit and covers a percentage of your out-of-pocket child care expenses for approved child care, up to a maximum amount per child per year.
- **Jobs, Education and Training Child Care fee assistance (JETCCFA)** – provides extra help with the cost of approved child care to eligible parents undertaking activities as part of an Employment Pathway Plan to help them enter or re-enter the workforce.

Note: This **Notes Booklet** contains information relating to the 2011–2012 financial year. Read this **Notes Booklet** before completing the claim form.

Definition of a partner

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.

For more information

Go to our website at 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**.

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.

Keep these Notes (pages 1 to 28) for your information.

If you have a hearing or speech impairment

TTY service Freecall™ **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 can arrange this for you free of charge.

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About the information you give

Privacy and your personal information

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 payment(s) and service(s) to you, and where relevant, to third parties (for example, other family members). Certain information may also be used to detect or prevent fraud and/or recover overpayment(s).

The Family Assistance Office may give some or all of your information to the Department of Human Services, the Department of Education, Employment and Workplace Relations and partner agencies including Centrelink and Medicare Australia for the purposes of assessing, delivering and monitoring these payment(s) and service(s) provided to you.

The Family Assistance Office may disclose limited information (for example income) about you to other parties when your circumstances affect their entitlement to payment(s) and service(s).

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 Education, Employment and Workplace Relations, 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 may give relevant information to approved child care service(s) and information about income and taxation matters to the Australian Taxation Office and the Child Support Agency for their use.

For more information about privacy, go to our website at **www.familyassist.gov.au** or call the Family Assistance Office on **13 6150**.

Online Services offers you a quick and easy way to do your business with the Family Assistance Office by using phone or Online Services options at a time that is convenient to you.

Online Services

Registration for Online Services is easy and only takes a few minutes. Register by clicking the Online Services tab at **www.familyassist.gov.au** When you register, you will be given a Customer Access Number (CAN) and asked to choose a password.

Once online, you can:

- make a claim for Child Care Benefit for approved care up to the past 2 financial years
- update your income estimate and see how it affects your payments
- update your child's school status
- check your child care details, such as your percentage, which children you can claim for, and which child has met their immunisation requirements
- access a range of other services or claim for payments
- update your personal details
- update your child care details
- update your Child Care Rebate payment frequency.

Phone Online Services

Online Services by phone is also available 24 hours, 7 days a week. Once registered you will be given a PIN and can phone **13 6240** to access various information including:

- your income estimate
- request an advance payment of Family Tax Benefit
- your Family Tax Benefit advance details
- your payment history.

Customer support for this number is available from 8.00 am to 8.00 pm (local time) Monday to Friday except national or state public holidays.

For more information about Online Services or availability times, go to our website at **www.familyassist.gov.au** or call the Family Assistance Office on **13 6150**.

About Child Care Benefit

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. Most long day care, family day care, before and after school care, vacation care, in home care and occasional care services are approved child care services. To find an approved provider in your area search the **www.mychild.gov.au** website or call the Child Care Access Hotline on **1800 670 305 (TTY 1800 639 327)**.

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.

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)*.

Who is eligible for Child Care Benefit?

To be eligible for Child Care Benefit:

- you must meet the Australian residence requirements and be living in Australia (or have an exemption)
- your child must meet the immunisation requirements (or have an exemption)
- your child must attend either approved care (and you are liable for the child care fees) or registered care (and you have paid your child care fees).

If your employer contributes towards some or all of your child care costs, through salary sacrifice or salary packaging, you will need to determine who has the liability for the costs. The issue of liability depends on who is obligated to pay for the child care fees.

If you salary sacrifice the cost of child care fees so that your employer has the legal liability to pay the fees (and not you), you are not eligible for Child Care Benefit for the child care costs paid under your agreement. Payment of child care fees by an employer is only exempt from fringe benefit tax if the employer is legally liable for the fees. If you are not sure who is legally obliged to pay the fees, you will need to clarify this with your employer.

You may not be eligible for Child Care Benefit if your fees are paid for you by another agency, for example the Adult Migrant English Program. However you may be eligible for Child Care Benefit for care that is not related to your attendance at Adult Migrant English Program training.

Continued

Note: If you (or your partner/ex-partner) are the grandparent or great grandparent of the child you are claiming Child Care Benefit for, you may be eligible for additional assistance and you should discuss your options with the Family Assistance Office.

Who should claim Child Care Benefit?

The parent who completed the child care enrolment form with the child care provider needs to be the parent who claims the Child Care Benefit from the Family Assistance Office.

For example, if Jane completes the enrolment form with the child care provider then Jane is the parent who needs to complete the Child Care Benefit claim form.

How can you receive Child Care Benefit for approved care?

There are two ways to receive your Child Care Benefit:

1. Reduced fees

If you choose to receive reduced child care fees, your Child Care Benefit will be paid directly to your approved child care service(s). Your Child Care Benefit is based on your estimate of your actual annual family income for the 2011–2012 financial year.

The amount of your Child Care Benefit will be deducted from the amount of your child care fees. You will have to pay any 'gap' in outstanding fees.

For example, if your approved child care service charges \$200 per week and you are entitled to receive \$80 per week as Child Care Benefit, you will only have to pay the 'gap' of \$120 to your approved child care service. Your Child Care Benefit will be paid directly to the approved child care service.

You must claim Child Care Benefit as reduced fees if you want to receive your Child Care Rebate throughout the year even if you are assessed at a zero rate of Child Care Benefit.

How do you claim reduced child care fees?

You need to lodge this form within the financial year for which you are claiming. If you receive Family Tax Benefit as fortnightly payments, you can lodge a claim by calling **13 6150**. Anyone can claim Child Care Benefit online at www.familyassist.gov.au Once your claim has been approved, you will need to give your Customer Reference Number (CRN) and date of birth to your approved child care service.

2. Lump sum payment

A lump sum payment of Child Care Benefit is only available to families who paid full fees for approved child care they used at some time during the 2010–2011 financial year (1 July 2010 to 30 June 2011) and/or 2009–2010 financial year (1 July 2009 to 30 June 2010).

To be paid a lump sum payment of Child Care Benefit, **your approved child care service(s)** must send attendance details in your name to the Family Assistance Office. To enable your approved child care service to do this, you will need to provide your Customer Reference Number (CRN) and date of birth.

If you intend to claim a lump sum payment of Child Care Benefit for the 2010–2011 financial year and your actual annual family income is MORE than the income limits in relation to the number of children in approved child care (*'How much Child Care Benefit can you get?'*, see NOTES–12), your Child Care Benefit entitlement is zero due to income. You do not need to provide the Family Assistance Office with an estimate of your actual annual family income or your tax file number details.

If you choose to receive your Child Care Benefit as a lump sum payment, any Child Care Rebate will also be paid as a lump sum at the end of the financial year after you have claimed your Child Care Benefit. If you intend to claim Child Care Benefit as a lump sum, please be aware that you will need to complete and lodge a lump sum claim for Child Care Benefit at the end of each financial year. Also, if you received Child Care Benefit as reduced fees during the financial year but there were periods where you were not current for Child Care Benefit, you will need to lodge a Child Care Benefit lump sum claim for that financial year.

Who cannot claim a lump sum payment?

You cannot claim a lump sum payment for:

- any period when you received Child Care Benefit as reduced fees, **or**
- any period when all your child care fees were paid for you by a third party (for example, your employer) or other agency, **or**
- any type of child care other than approved care (for example, registered care).

How do you claim a lump sum payment?

You need to lodge a **'Claim for Approved Child Care payment an annual lump sum payment'** within 24 months of the financial year for which you are seeking payment. You cannot claim Child Care Benefit through the tax system. Anyone can claim Child Care Benefit online at **www.familyassist.gov.au**

What is a financial year?

A financial year:

- begins on 1 July in any year, **and**
- ends on 30 June of the following year.

For example, 1 July 2011–30 June 2012
1 July 2010–30 June 2011
1 July 2009–30 June 2010.

Details of your children in approved child care

If you wish to claim Child Care Benefit as reduced fees, you will need to give details for each of your children in **approved** child care.

We also need to know if each child attends school. For Child Care Benefit purposes, a **school child** is a child who attends primary or secondary school or is on a break from school (for example, school holidays) and will be returning to primary or secondary school after that break. For Child Care Benefit purposes, children who are in the following classes are regarded as being in the first year of primary school:

- kindergarten in NSW or ACT
- preparatory or Year 1 in QLD
- pre–primary in WA
- transition in NT
- preparatory in VIC and TAS
- reception in SA

A child will automatically be considered a school child when they turn 6 years old. You should tell us if your child is 6 or over and not at school as this may affect your rate of Child Care Benefit.

Eligible Child Care Benefit hours

Depending on your circumstances you may be entitled to:

Up to 24 hours of Child Care Benefit per child per week

You can get **up to** 24 hours of Child Care Benefit per child per week if you are eligible for Child Care Benefit and are using an approved child care service.

Up to 50 hours of Child Care Benefit per child per week

You can get **up to** 50 hours per child per week if you are eligible for Child Care Benefit, using an approved child care service and one of the following apply to both you AND your partner:

- are working, looking for work, studying, training or doing voluntary work[†], for at least 15 hours per week (or 30 hours per fortnight)[†], **or**
- have a disability, **or**
- get Carer Allowance or Carer Payment for a child or adult (Carer Allowance and Carer Payment are Centrelink payments), **or**
- are an eligible grandparent with the primary care* of a grandchild.

For more than 50 hours of Child Care Benefit per child per week

You can get more than 50 hours of Child Care Benefit per child per week if you (and your partner) are both unavailable (at the same time) to care for your child(ren) for more than 50 hours a week due to work, training or study commitments (including travel to and from work). Child Care Benefit is payable for all hours above 50 hours per week up to your eligible hours limit.

[†] **Note:** The time you spend in work related activities can be combined with other work related activities to meet the 15 hours per week requirement. Voluntary work that does not improve your work skills cannot be combined with other activities and must be performed for at least 15 hours per week (or 30 hours per fortnight).

* **An eligible grandparent is:** – the natural, adoptive or step grandparent (or great-grandparent) of a child.
– the current or former partner of a grandparent (or great-grandparent) of a child.

Primary care means: you are the sole or major provider of ongoing daily care for the child, i.e. you make the day-to-day decisions about the child's care, welfare and development.

Jobs, Education and Training Child Care fee assistance (JETCCFA)

Jobs, Education and Training Child Care fee assistance (JETCCFA) provides extra help with the cost of approved child care to eligible parents undertaking activities such as job search, work (paid or unpaid), study or rehabilitation as part of an Employment Pathway Plan to help them enter or re-enter the workforce.

JETCCFA can help meet the costs of child care by paying most of the 'gap-fee' – the difference between the total child care fee and the amount covered by Child Care Benefit for care related to participation in JETCCFA approved activities. JETCCFA payments are made directly to the approved child care services on behalf of parents. Parents will still make a small contribution towards the cost of care.

A different 'gap-fee' may be payable by the parent for any child care used in the week not related to the JETCCFA activity.

Note: To be eligible for JETCCFA, you must receive the maximum rate of Child Care Benefit as reduced fees and be on a qualifying income support payment. Other payment options are not available.

You must qualify for one of the following payments to be entitled to JETCCFA:

ABSTUDY	Newstart Allowance	Widow Allowance
Carer Payment	Parenting Payment	Widow B Pension
Community Development Employment Project (CDEP) Participant Supplement	Partner Allowance Special Benefit	Youth Allowance (YA job seekers)

Trainees and apprentices are eligible YA customers. Full-time students on YA are not eligible.

For more information about JET Child Care fee assistance refer to the ***Request for Jobs, Education and Training Child Care fee assistance claim*** form (SC320) or contact the Family Assistance Office on **13 6150**.

For more information about 'Payment options', see NOTES–**21**.

Grandparent Child Care Benefit

If you (or your partner) are an eligible grandparent with the primary care of a grandchild using approved child care AND receiving an income support payment* you may be entitled to Grandparent Child Care Benefit, which will cover the full cost of approved child care for up to 50 hours per child per week (or your eligible hours limit). You should discuss your options with the Family Assistance Office.

Please note: Grandparent Child Care Benefit is not available when claiming Child Care Benefit as a lump sum.

* **Australian Government pensions and benefits** – see table on NOTES–**11**

* An income support payment is any of the following Australian Government pensions or benefits:			
Age Pension	Disability Support Pension	Emergency Payment	Special Benefit
Austudy	Disability Support Pension (Blind)	Exceptional Circumstances Relief Payment	Special Needs Pension
Bereavement Allowance	Department of Veterans' Affairs Defence Force Income Support Supplement or Service Pension	Newstart Allowance	Widow Allowance
Carer Payment		Parenting Payment	Widow B Pension
Community Development Employment Project (CDEP) Participant Supplement		Partner Allowance	Wife Pension
		Sickness Allowance	Youth Allowance

Child Care Rebate

In addition to Child Care Benefit, you may be able to receive the 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).

The Child Care Rebate is 50 per cent of your out-of-pocket child care expenses and is paid as one of the direct payment options or quarterly to reduced fee customers based on attendance details from your approved child care service(s).

There are 4 ways to receive your Child Care Rebate

1. Direct to your approved child care service(s) fortnightly and in many cases weekly when your child care attendance is received.

Your Child Care Rebate will be paid to your child care service when your child's attendance is received. If you are receiving Child Care Benefit at a legislative rate greater than zero rate and you choose this payment option then 15 per cent of your Child Care Rebate entitlement will be withheld until the end of the financial year. If you choose to have your Child Care Rebate paid directly to your approved child care service(s), the amount of your Child Care Rebate will be deducted from the amount of your child care fees.

2. Direct to you

Your Child Care Rebate will be paid directly to your nominated bank account fortnightly and in many cases weekly when your child care attendance is received. If you are receiving Child Care Benefit at a legislative rate greater than zero and you choose this payment option then 15 per cent of your Child Care Rebate entitlement will be withheld until the end of the financial year.

3. Quarterly payment to you

Your Child Care Rebate will be paid directly to your nominated bank account quarterly.

4. Annual payment to you

Your Child Care Rebate will be paid directly to your nominated bank account annually.

Note: The payment option you choose for Child Care Rebate will be applied for the entire financial year. A new payment option cannot be applied until the start of the next financial year.

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To get Child Care Rebate, you need to be eligible for Child Care Benefit for approved care. If your actual annual family income is more than the income limits in relation to the number of children in approved child care, you will be assessed at the zero rate of Child Care Benefit. When you lodge your tax return(s) after the end of the financial year, your Child Care Benefit will be balanced. Your actual Child Care Rebate entitlement will be worked out and adjusted for any payments you or your approved child care service(s) have received.

You can get the Child Care Rebate if both you and your partner are working, looking for work, studying or training or doing voluntary work to improve your work skills at some time during a week or have an exemption. No minimum number of hours is required.

If you claim Child Care Benefit as a lump sum payment, you can only receive your Child Care Rebate as an annual payment.

Payment rates for Child Care Benefit

How much Child Care Benefit can you get?

The rate of Child Care Benefit you will be entitled to is based on your actual annual family income. Your income will affect the amount of Child Care Benefit you can receive. You will not receive any Child Care Benefit if your income is more than the limits in the following table.

To be eligible for more than zero rate of Child Care Benefit your actual annual family income should be less than:	
1 child using child care	\$138,065
2 children using child care	\$143,095
3 children using child care	\$161,581

add \$30,528 for each additional child using child care.

Even if your income is too high you will still need to be assessed for Child Care Benefit to get Child Care Rebate.

Important: The rates in this section are for the 2011–2012 financial year only. For more information on rates for 2009–2010 and 2010–2011 financial years, please go to our website at www.familyassist.gov.au or call the Family Assistance Office on **13 6150**.

Australian residence requirements

To claim a payment from the Family Assistance Office you must have legal residence status and live 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.

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 partner 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 Australia's immigration department 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.

Eligible child

An eligible child for the purposes of family assistance must:

- be aged up to 24 years
- 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 per cent** 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

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* **Note:** Your child may be exempt 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:** If you care for a child less than 35 per cent of the time you may be eligible to receive Child Care Benefit and Child Care Rebate.

- not be temporarily outside Australia for longer than 3 years
- have an adjusted taxable income of \$13,361* or less for the 2011–2012 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.

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

Immunisation details for Child Care Benefit

To claim Child Care Benefit for any child who is under 7 years old, you need to prove that your child's immunisation is up-to-date or that you have an approved exemption for your child. For children 7 years old or over there are no immunisation requirements.

If the child's immunisation is up-to-date, the easiest way to prove this is to provide the number on the current Medicare card the child is listed on. The card number will be used to obtain their immunisation status from the Australian Childhood Immunisation Register.

If you do not want to provide the current Medicare number or you do not know it, and you do not have an approved exemption, you can provide:

- an **'Immunisation History form'** completed by your doctor or other recognised immunisation provider, **or**
- an **'Immunisation History Statement'** from the Australian Childhood Immunisation Register.

There are several exemptions from the requirement to have your children immunised for family assistance purposes.

Approved exemptions

Your child is exempt from the immunisation requirement in the following circumstances:

- your child cannot be given a particular scheduled vaccine due to a temporary or permanent medical condition – your child's doctor or a recognised immunisation provider will need to complete a **'Medical Contraindication form'** or provide a letter stating that your child cannot be immunised.
- your child's family holds a personal, philosophical or religious belief that your child should not be immunised – your child's doctor, or a recognised immunisation provider will need to complete a **'Conscientious Objection form'** or provide a letter stating that the benefits and risks of immunisation have been explained to you and because of your beliefs you do not want your child immunised. You will need to sign the form/letter completed by the doctor/recognised immunisation provider.
- your child has a natural immunity to a disease or a vaccine is temporarily unavailable – you will need a **letter from your child's doctor** explaining the reasons.

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- your child is in a category specified by the Minister for School Education, Early Childhood and Youth as being exempt from the requirement to be immunised. Members of the Church of Christ, Scientist are included in this category and you will need a **letter from an official of the church** stating that you (and/or your partner) are practising member(s) of this church.

Note: If you are not eligible for Child Care Benefit due to your child(ren) not being immunised you will not be entitled to receive the Child Care Rebate. To be eligible for the Child Care Rebate you need to be eligible for the Child Care Benefit at zero rate, or more than the zero rate.

Providing an income estimate

Income estimates for Child Care Benefit

Child Care Benefit is income tested. If you receive Child Care Benefit at the zero rate you may still be eligible for the 50 per cent Child Care Rebate.

If you know your income is too high, you will need to submit a claim for Child Care Benefit and be assessed at the zero rate of Child Care Benefit to receive Child Care Rebate throughout the year. You will not need to provide the Family Assistance Office with an estimate of your actual annual family income or your tax file number details.

Why your estimate of family income is important

If you choose to receive your Child Care Benefit as reduced fees, we will use your estimate of your actual annual family income for the financial year to work out your Child Care Benefit percentage.

We realise that estimating your actual annual family income may not be easy, especially if it is not regular, however it is important that you estimate your actual annual family income as accurately as possible to reduce the risk of being overpaid.

If you overestimate your annual family income for family assistance

If you overestimate your annual family income and are underpaid during the year, your Family Tax Benefit and/or 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 payment.

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.

Important: If you overestimate your annual family income and receive a top up of Child Care Benefit, you may incur a Child Care Rebate overpayment.

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If you underestimate your annual family income for family assistance

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, including the end of year supplement payments. **Overpayments can also be recovered from tax refunds.**

Your family assistance 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, Child Care Benefit and Child Care Rebate either paid to you or an approved child care service(s) throughout 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**. You (and/or your partner) should lodge tax returns with the Australian Taxation Office, or tell the Family Assistance Office that you are not required to lodge tax returns.

If you do not lodge a tax return or tell the Family Assistance Office that you are not required to lodge a tax return, you may be asked to pay back all the family assistance you have received.

What if your income estimate increases?

The Family Assistance Office will use your new estimate to work out your family's provisional entitlement of Child Care Benefit. If your earlier Child Care Benefit reduced fees were based on a lower income estimate, you may have been paid too much up to this point.

How to reduce the risk of an overpayment

To reduce the risk of overpayment ask the Family Assistance Office to adjust your payment rate OR ask for a payment option that will best suit your family's circumstances. For more information about '*Payment options*', see NOTES–21.

Important: If you choose not to adjust your payment, you may have a greater chance of getting paid too much family assistance. You will have to pay back any excess money to the Family Assistance Office.

Estimating your actual annual family income

Please read this information before completing question 64.

The income you need to tell the Family Assistance Office about for the financial year, for which you are claiming, is your (and/or your partner's) adjusted taxable income and is the total of:

- taxable income
- reportable fringe benefits
- the value of any reportable superannuation contributions
- the total value of net investment losses
- the value of any tax free pensions or benefits
- any foreign income that is not taxable in Australia
- any tax exempt foreign income
- LESS the full amount of any child support you (and/or your partner) pay.

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.

If a tax return is lodged, your taxable income is the income shown on the assessment notice from the Australian Taxation Office for you (and/or your partner). Last year's amount may help you estimate your taxable income for 2011–2012.

<i>Generally, your gross income includes:</i>	
• money from employment	• partnership* and trust distributions
• Parental Leave Pay	• many income support payment(s) such as pensions and benefits†
• business	• capital gains on disposal of assets
• rental income	• superannuation withdrawals
• interest	• eligible termination payments
• dividends	
<i>allowable deductions which should be taken away from your gross income include:</i>	
• deductions for work-related expenses	
• expenses incurred for business purposes and gifts and donations to eligible charities and organisations	

Reportable fringe benefits

The value of any **reportable fringe benefits** will be recorded on your payment summary. 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, you can call the Family Assistance Office to discuss your circumstances on **13 6150**.

<i>Examples of reportable fringe benefits provided by employers</i>	
• 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.	

* **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.

† **Australian Government pensions and benefits** – see table on NOTES–11

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 9 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 Tax Office.

Tax free pensions or benefits

Income from tax free pensions and benefits that you (and/or your partner) receive, through Centrelink or the Department of Veterans' Affairs must be included in your adjusted taxable 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 recipient and the spouse – 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 Pension
- 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.

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 amount of income earned, derived or received from sources outside Australia that you (and/or your partner) receive for which you do not have to pay Australian income tax, is counted as foreign income. Foreign income is included in your estimate of annual income for family assistance purposes. If you received amounts of foreign income, use the exchange rate applicable to convert foreign income amounts to Australian dollars. The applicable exchange rates are available on our website at www.familyassist.gov.au

Note: Newly arrived residents should include foreign income earned in the 2011–2012 financial year prior to arriving in Australia when estimating their income for the 2011–2012 financial year.

If you need assistance, you can call the Family Assistance Office to discuss your circumstances on **13 6150**.

Tax exempt foreign income

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 is counted as income for family assistance purposes. If you receive this type of income it will be reported on your payment summary.

If you received amounts of these foreign incomes, use the exchange rate applicable to convert foreign income amounts to Australian dollars. The applicable exchange rates are available on our website at www.familyassist.gov.au

Child support you PAY

Child support is a payment you (and/or your partner) make to support your children from a previous relationship. It may include:

- 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.

The full amount you (and/or your partner) pay for child support will be deducted from your total income. You should keep proof of the child support PAID as you may be asked to show evidence.

This means you may get more family assistance.

Tips to help you (and/or 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
- Parental Leave Pay
- changing jobs
- returning to work
- work bonuses
- business or self-employment
- other income, for example, capital gains or commissions.

Will your actual annual family income for this financial year increase, decrease or stay the same?

Continued

3. Keep your estimate up-to-date.

By following these steps, you'll reduce the risk that you may have to pay back money after the end of the financial year. If your actual annual family income estimate ends up being higher than your actual income and you are underpaid, you will be entitled to a 'top-up' of your family assistance payments after the end of the financial year.

You can notify a change in your actual annual family income estimate:

- via the website **www.familyassist.gov.au**
- by calling the Family Assistance Office on **13 6150** between 8.00 am and 8.00 pm (local time) Monday to Friday
- by visiting your local Family Assistance Office.

Note: The website can also assist you with further information regarding family assistance payments and there is a range of online services available making it easier for you to do business with us.

Payment options – to reduce your risk of an overpayment of Child Care Benefit

You can choose which rate of Child Care Benefit you would like to be assessed for:

- **Child Care Benefit as reduced fees**

If you choose to receive your Child Care Benefit as reduced fees, the Family Assistance Office will tell you what your rate is. The higher the rate of Child Care Benefit you are entitled to the more your approved child care service(s) will reduce your fees.

If your actual annual family income is LESS than the income limits in relation to the number of children in approved child care (see NOTES–12 for more information), you may be eligible for Child Care Benefit. If you make this choice you will have to provide an estimate of your actual annual family income and tax file number details.

- **Zero rate of Child Care Benefit and any entitlement after the end of the financial year**

If your actual annual family income is likely to be around the income limits in relation to the number of children in approved child care (see NOTES–12 for more information), you can choose to receive the zero rate of Child Care Benefit throughout the year and be assessed for any entitlement after the end of the financial year when your actual annual family income is known. If you make this choice you will have to provide an estimate of your actual annual family income and your tax file number details.

Continued

- **Zero rate of Child Care Benefit**

Child Care Benefit is income tested and your income may cause your rate to reduce to zero (see NOTES–12 for more information). If you only want to be assessed for the zero rate of Child Care Benefit, you do not need to provide the Family Assistance Office with an estimate of your actual annual family income or your tax file number details.

If you are assessed as being eligible for Child Care Benefit at the zero rate, you may still receive the Child Care Rebate throughout the year. Even if your income is above the limit for Child Care Benefit you should still claim so that we can assess your eligibility for Child Care Benefit and Child Care Rebate.

You can also reduce the risk of overpayment of Child Care Benefit by:

- **Adjusting your future Child Care Benefit percentage**

If you update your family's circumstances or income estimate, the Family Assistance Office will use your new details to work out your family's new Child Care Benefit percentage. However, if your earlier Child Care Benefit percentage was based on a lower income estimate, your child care fees may have been reduced by too much up to this point.

To reduce the risk of an overpayment you can choose to have the Family Assistance Office adjust your Child Care Benefit percentage during the current financial year to recover or reduce any amounts you may have already been overpaid.

Every time your circumstances or income estimate changes, the Family Assistance Office will check to see whether you have already been overpaid and adjust your percentage if necessary.

- **Rounding your percentage**

Your Child Care Benefit percentage is calculated to two decimal points, but you can choose to have the percentage rounded down to the nearest whole percentage (e.g. 43.28% will be 43%).

After the end of the financial year, the Family Assistance Office will use your actual annual family income to work out what your Child Care Benefit percentage should be to two decimal places. If you have been overpaid, the rounded amount will go towards reducing this overpayment. If you have been underpaid it will be paid as a top-up after the end of the financial year.

Important information

- These options are not available to parents receiving the Jobs, Education and Training Child Care fee assistance.
- **It is important that when you are aware of any changes in your family's circumstances or income that you notify the Family Assistance Office as soon as you can.**
- You can change your choice at any time. If you choose not to adjust your payment, you may have a greater chance of receiving too much Child Care Benefit. You will have to pay back any excess money to the Family Assistance Office.

Paid Parental Leave scheme

The Paid Parental Leave scheme provides Parental Leave Pay – a new entitlement for working parents who have a child born on or after 1 January 2011. The Paid Parental Leave scheme helps parents spend time at home with a newborn or adopted child. Parental Leave Pay is an income tested and work tested payment.

Who is eligible for Parental Leave Pay?

To be eligible for Parental Leave Pay, you must:

- be the primary carer of a child born or adopted on or after 1 January 2011
- have an individual adjusted taxable income of \$150,000 or less
- meet Australian residence requirements
- have met the Parental Leave Pay work test.

For more information on Parental Leave Pay, go to our website at www.familyassist.gov.au or call the Family Assistance Office on **13 6150** between 8.00 am and 8.00 pm (local time) Monday to Friday or visit your local Family Assistance Office located in all Medicare Offices and Centrelink Customer Service Centres.

Family Tax Benefit

Family Tax Benefit is a payment to help you with the costs of raising your dependent child(ren).

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 family. 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).

Who is eligible for Family Tax Benefit?

To be eligible for Family Tax Benefit you must:

- provide care to an eligible child (*see* NOTES–**13**), **and**
- meet the Australian residence requirements for family assistance purposes (*see* NOTES–**13**).

Commencing or 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 and in which you were not in receipt of Parental Leave Pay. 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 or for any period in which the family was in receipt of Parental Leave Pay.

For more information on returning to work, go to our website at www.familyassist.gov.au or call the Family Assistance Office on **13 6150** between 8.00 am and 8.00 pm (local time) Monday to Friday or visit your local Family Assistance Office located in all Medicare offices and Centrelink Customer Service Centres.

Double Orphan Pension

If any of the child(ren) 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 ten 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.

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, go to www.centrelink.gov.au or call Centrelink on **13 2717**.

Changes you should tell the Family Assistance Office about

You should tell the Family Assistance Office if any of the following happens, as soon as possible. If you have a partner, you must also tell us if any of the following happens to your partner.

If you do not tell the Family Assistance Office about changes, you could be at risk of an overpayment. If you get an overpayment you may have to pay all or some of the money back.

The website www.familyassist.gov.au can assist you with further information regarding family assistance payments and there is a range of online services available making it easier for you to do business with us. You can update your family income estimate, find out what payments you may be entitled to, how much you could get and view your payment details. You can notify the Family Assistance Office of a change by calling the Family Assistance Office on **13 6150** between 8.00 am and 8.00 pm (local time) Monday to Friday or visiting your local Family Assistance Office.

Changes to your work

You should tell the Family Assistance Office if:

- you (and/or your partner) start or restart work
 - you (and/or your partner) change jobs or become self-employed (this can be full-time, part-time or casual work)
 - your (and/or your partner's) income from employment changes
 - you start doing voluntary work
 - you commence a training course
 - you (and/or your partner) work and your earnings go up. This includes working overtime, additional working hours, pay rises and work bonuses
 - you (and/or your partner's) earnings go down.
-

Changes to your personal circumstances

You should tell the Family Assistance Office if:

- a child comes into your care. This includes a newborn baby or a foster child.
- a child leaves your care
- the number of children in your care changes
- you stop using child care for any of your children
- your (and/or your partner's) situation changes and you now need child care for more than 24 hours per week or more than 50 hours per week
- your (and/or your partner's) situation changes and you can no longer get child care for more than 24 hours per week
- your child starts or leaves school
- your child's income changes or is likely to be \$13,361 or more for the 2011–2012 financial year
- your child is granted a pension, benefit or allowance
- your child dies
- there is a change of care or contact arrangements
- you marry, are in or commence an opposite-sex or same-sex registered or de facto relationship, reconcile with a former partner, start living with someone as their partner

Continued

If your circumstances change • *continued*

- you separate from your partner
- your partner dies
- you change address
- you change your nominated bank or credit union account
- the amount of rent you pay changes
- you start to share accommodation with another person
- you stop sharing accommodation with another person
- you move into a retirement village
- you are admitted to a nursing home or hostel
- your residence status changes.

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 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 by going to our website at www.familyassist.gov.au or phone Centrelink or visit your local Centrelink Customer Service Centre.

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

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.

Terms and Conditions for Secured Online Mail (Online Letters)

All customer information is protected by law, such as the Commonwealth Privacy Act 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.



Australian Government
Family Assistance Office

Claim for Approved Child Care payments

throughout the 2011–2012 financial year

When to use this form

Use this form if you are claiming Child Care Benefit for approved care during the 2011–2012 financial year. You need to complete this form to qualify for Child Care Rebate. Child Care Benefit is granted by the Family Assistance Office from the date Child Care Benefit is claimed. Child Care Benefit may be backdated up to 28 days if the Approved Child Care service provider reports that your child attended during this period.

Online Services

You 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 this form.

Choose the option that is best for you.

For more information

Go to our website at www.familyassist.gov.au, 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**.

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

TTY service Freecall™ **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 can arrange this for you free of charge.

What else you will need to provide

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**.

Filling in this form

Please use black or blue pen.

Mark boxes like this with a ✓ or ✗.

Where you see a box like this ► **Go to 5** skip to the question 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 this form.

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


- by post – we will sight and record your documents, which may include copying, and return the originals to you by registered post.
- in person – we will sight and record your documents, which may include copying, and return the originals to you.

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

You

1 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 Please read this before answering the following question

Your child care provider can only submit attendance information to the Family Assistance Office under the details of the parent who completed the enrolment form.

Did you provide your enrolment information to your child care provider?

No  Do not complete this form, only the parent who provided enrolment information is to complete this claim form.

Yes Go to next question

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?

6 Please read this before answering the following question

If your employer contributes towards some or all your child care costs, through salary sacrifice or salary packaging, you will need to determine who has the liability for the costs. The issue of liability depends on who is obligated to pay for the child care fees.


If you salary sacrifice the cost of child care fees so that your employer has the legal liability to pay the fees (and not you), you are not eligible for Child Care Benefit for the child care costs paid under your agreement. Payment of child care fees by an employer is only exempt from fringe benefit tax if the employer is legally liable for the fees. If you are not sure who is legally obliged to pay the fees, you will need to clarify this with your employer.

For more information, see *Who is eligible for Child Care Benefit* in the **Notes Booklet**.

Will your employer have liability for your child care fees?

No Go to next question

Not sure Call us on **13 6150** to discuss your eligibility.

Yes  You should not complete this form.

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?



CLK0FA002 1107

You


7 Please read this before answering the following question

You may not be eligible for Child Care Benefit if your fees are paid for you by another agency, for example, by the Department of Immigration and Citizenship through the Adult Migrant English Program. However, you may be eligible for Child Care Benefit for care that is not related to your attendance at the Adult Migrant English Program training.

Will another organisation have liability for your child care fees?

No Go to next question

Not sure Call us on **13 6150** to discuss your eligibility.

Yes  You may not get Child Care Benefit.
Call us on **13 6150** to check eligibility.

8 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

9 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.

Your partner (if you have one)

8 Your partner's name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

9 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.

You

10 Your sex

Male

Female

11 Your date of birth

12 Your Customer Reference Number (if known)

13 Your permanent address

14 Your postal address (if different to above)

15 Your contact details

Home phone number ()

Is this a silent number? No Yes

Mobile phone number

Work phone number ()

Email

Your partner (if you have one)

10 Your partner's sex

Male

Female

11 Your partner's date of birth

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

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

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

15 Your partner's contact details (if different)

Home phone number ()

Is this a silent number? No Yes

Mobile phone number

Work phone number ()

Email

16 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.

What is your **CURRENT** relationship status?

Married Date of marriage
/ /
▶ **Go to 17**

Registered relationship Date registered
(opposite-sex or same-sex relationship registered under state or territory laws)
/ /
▶ **Go to 17**

Partnered Date you started living with a partner
(living together in an opposite-sex or same-sex relationship, including de facto)
/ /
▶ **Go to 17**

Separated Date of last separation
(previously lived with an opposite-sex or same-sex partner, including in a marriage, registered or de facto relationship)
/ /
▶ **Go to 18**

Divorced Date of divorce
/ /
▶ **Go to 18**

Widowed Date of partner's death
(previously partnered with an opposite-sex or same-sex partner, including in a marriage, registered or de facto relationship)
/ /
▶ **Go to 18**

Never married or lived with a partner **Go to 18**

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


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

You can change this authority at any time

No
Yes

18 Do you want another person or organisation to enquire or act on your behalf when dealing with us?

No **Go to next question**

Yes  You will need to complete and attach an **Authorising a person or organisation to enquire or act on your behalf** form (SS313). If you do not have this form, call us on **13 6150**.

19 Please read this before answering the following question

Online Services offers you a quick and easy way to do your business with the Family Assistance Office by using phone or 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?

No
Yes You will need to call us on **13 6150** to arrange this service.

20 Please read this before answering the following questions

Questions 20 to 23 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.

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 contact details)

OR

Email address (if different to contact details)

@

▶ **Go to 23**

21 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 details below

22 Would you like to be reminded of this service in the future?

No **Go to 24**

Yes When would you like to be reminded?

in 6 months

in 12 months

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

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

No **Go to 24**

Yes 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 contact details)

Email Email address (if different to contact details)

.....
@

Account details

24 Please read this before answering the following question

After the end of the financial year we will check the amount of Child Care Benefit and Child Care Rebate you have received. If you are eligible to receive a top-up it will be paid directly into your bank account.

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

After the end of the financial year we will check the amount of Child Care Benefit and Child Care Rebate you or your approved child care service(s) have received. If you are eligible to receive a top-up it will be paid directly into your bank account.

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.

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

.....

You

- 25** Questions 25 and 26 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.
Australian South Sea Islanders are the descendents of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

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

- 26** Are you of Australian South Sea Islander origin?
No
Yes

Your partner (if you have one)

- 25** Questions 25 and 26 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.
Australian South Sea Islanders are the descendents of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

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

- 26** Is your partner of Australian South Sea Islander origin?
No
Yes

Residence details

27 Please read this before answering the following 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 in Australia **permanently**?

No

Yes

- 28** Are you an Australian Government Sponsored Student?
No
Yes

- 29** 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 to assist with your claim.

No Go to next question

Yes Give details below

Passport number

Country of issue

27 Please read this before answering the following 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 in Australia **permanently**?

No

Yes

- 28** Is your partner an Australian Government Sponsored Student?
No
Yes

- 29** 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 their behalf to assist with your claim.

No Go to next question

Yes Give details below

Passport number

Country of issue

You

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

No



You will need to provide proof of your Australian residence status (e.g. **citizenship papers, passport or other documentation**).

▶ *Go to next question*

Yes ▶ **Go to 37**

31 What is your country of birth?

32 When did you start living in Australia?

33 What is your country of citizenship?

Australia ▶ Date granted

▶ **Go to 37**

Other ▶ Give details below

34 What type of visa did you arrive on?

New Zealand passport ▶ **Go to 36**
(Special Category Visa)

Permanent ▶ *Go to next question*

Temporary ▶ *Go to next question*

Unknown (e.g. arrived on parent's passport) ▶ **Go to 36**

35 Your visa details on arrival

Visa sub class

Date visa granted

36 Has your visa changed since you arrived in Australia?

No ▶ *Go to next question*

Yes ▶ Current visa details

Visa sub class

Date visa granted

Your partner (if you have one)

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

No



You will need to provide proof of your partner's Australian residence status (e.g. **citizenship papers, passport or other documentation**).

▶ *Go to next question*

Yes ▶ **Go to 37**

31 What is your partner's country of birth?

32 When did your partner start living in Australia?

33 What is your partner's country of citizenship?

Australia ▶ Date granted

▶ **Go to 37**

Other ▶ Give details below

34 What is your partner's current type of visa?

New Zealand passport ▶ **Go to 37**
(Special Category Visa)

Permanent ▶ *Go to next question*

Temporary ▶ *Go to next question*

Unknown (e.g. arrived on parent's passport) ▶ **Go to 37**

35 Your partner's current visa details

Visa sub class

Date visa granted

- 37** Give the following details for each of your child(ren) in **approved** child care.
 For more information, see *About Child Care Benefit* in the **Notes Booklet**.
 If any of your child care details change in the future, call us on **13 6150**.



You will need to provide proof of birth to claim for any child(ren) where proof of birth has not been provided to the Family Assistance Office for family assistance payments. Please note that if proof of birth is to be provided the Family Assistance Office will need to sight the original documents.

If you have more than 4 children in **approved** child care, photocopy and attach pages (10 and 11) for each additional child before completing the details for child 1.

Child 1

38 Child's family name

Child's first given name

Child's second given name

39 Child's sex

Male

Female

40 Child's date of birth

 / /

41 What is this child's country of birth?

42 Has this child 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 this child's Australian residence on their behalf to assist with your claim.

No **Go to next question**

Yes **Give details below**

Passport number

Country of issue

43 Your relationship to this child

The term 'parent' refers to a natural parent or an 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.

Tick one box only

Parent

Grandparent

Step-parent

Foster carer

Other **Give details below**

44 Please give the date this child started or is due to start child care.

You must provide a start date for each of your child(ren) in approved child care.

 / /

45 Does this child attend school?

Please read *Details of your children in approved child care* in the **Notes Booklet** before you answer this question.

No **You may be contacted for more information.**

Go to 47

Yes **Go to next question**

46 Did this child start school for the first time, after 1 July 2011?

No **Go to next question**

Yes **Date started**

 / /

Child 2

38 Child's family name

Child's first given name

Child's second given name

39 Child's sex

Male

Female

40 Child's date of birth

41 What is this child's country of birth?

42 Has this child 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 this child's Australian residence on their behalf to assist with your claim.

No Go to next question

Yes Give details below

Passport number

Country of issue

43 Your relationship to this child

The term 'parent' refers to a natural parent or an 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.

Tick one box only

Parent

Grandparent

Step-parent

Foster carer

Other Give details below

44 Please give the date this child started or is due to start child care.

You must provide a start date for each of your child(ren) in approved child care.

45 Does this child attend school?

Please read *Details of your children in approved child care* in the **Notes Booklet** before you answer this question.

No You may be contacted for more information.

Go to 47

Yes Go to next question

46 Did this child start school for the first time, after 1 July 2011?

No Go to next question

Yes Date started

47 Are you (or your partner or ex-partner) the grandparent of this child?

More information may be required to confirm whether you are eligible for additional assistance, as a grandparent.

For more information, see *Who is eligible for Child Care Benefit?* in the **Notes Booklet**.

No **Go to 48**

Yes When did this child enter your care?

48 Is this child under 7 years of age?

No **Go to 51**

Yes Go to next question

49 Please read this before answering the following question

To claim Child Care Benefit for a child who is under 7 years of age, you need to prove that your child's immunisation is up-to-date or that you have an approved exemption for this child.

The easiest way to do this is to provide details of the current Medicare card your child is listed on.

For more information, see *Immunisation details for Child Care Benefit* in the **Notes Booklet**.

Have you already provided this child's current Medicare card details to the Family Assistance Office?

No Go to next question

Yes **Go to 51**

Child 2

50 Can you provide details of the current Medicare card that this child is listed on, so that we can check their immunisation status?

For more information, see *Immunisation details for Child Care Benefit* in the **Notes Booklet**.

No



We need you to provide your Medicare card number OR one of the documents below that confirms this child's immunisation is up-to-date, or that they have an approved exemption.

Your child's Personal Health Record is NOT acceptable proof of immunisation for Child Care Benefit purposes.

Tick whichever applies

My child is not yet listed on a Medicare card. I will provide the card number when it has been issued.

An Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR)

An Immunisation History form from a doctor or recognised immunisation provider

A letter from a doctor or recognised immunisation provider

A Medical Contraindication form from a doctor or recognised immunisation provider

A Conscientious Objection form from a doctor or recognised immunisation provider

A letter from an official of the Church of Christ, Scientist stating that you (and/or your partner) are practising member(s) of this church

Yes Medicare card number

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

Child's Medicare reference number

Reference Number	First given name and second initial

51 Do you have another child for whom you wish to claim Approved Child Care payments?

No ***Go to question 52 on page 18***

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

Child 3

38 Child's family name

Child's first given name

Child's second given name

39 Child's sex

Male

Female

40 Child's date of birth

41 What is this child's country of birth?

42 Has this child 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 this child's Australian residence on their behalf to assist with your claim.

No Go to next question

Yes Give details below

Passport number

Country of issue

43 Your relationship to this child

The term 'parent' refers to a natural parent or an 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.

Tick one box only

Parent

Grandparent

Step-parent

Foster carer

Other Give details below

44 Please give the date this child started or is due to start child care.

You must provide a start date for each of your child(ren) in approved child care.

45 Does this child attend school?

Please read *Details of your children in approved child care* in the **Notes Booklet** before you answer this question.

No You may be contacted for more information.

Go to 47

Yes Go to next question

46 Did this child start school for the first time, after 1 July 2011?

No Go to next question

Yes Date started

47 Are you (or your partner or ex-partner) the grandparent of this child?

More information may be required to confirm whether you are eligible for additional assistance, as a grandparent.

For more information, see *Who is eligible for Child Care Benefit?* in the **Notes Booklet**.

No Go to 48

Yes When did this child enter your care?

48 Is this child under 7 years of age?

No Go to 51

Yes Go to next question

49 Please read this before answering the following question

To claim Child Care Benefit for a child who is under 7 years of age, you need to prove that your child's immunisation is up-to-date or that you have an approved exemption for this child.

The easiest way to do this is to provide details of the current Medicare card your child is listed on.

For more information, see *Immunisation details for Child Care Benefit* in the **Notes Booklet**.

Have you already provided this child's current Medicare card details to the Family Assistance Office?

No Go to next question

Yes Go to 51

Child 4

38 Child's family name

Child's first given name

Child's second given name

39 Child's sex

Male

Female

40 Child's date of birth

41 What is this child's country of birth?

42 Has this child 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 this child's Australian residence on their behalf to assist with your claim.

No Go to next question

Yes Give details below

Passport number

Country of issue

43 Your relationship to this child

The term 'parent' refers to a natural parent or an 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.

Tick one box only

Parent

Grandparent

Step-parent

Foster carer

Other Give details below

44 Please give the date this child started or is due to start child care.

You must provide a start date for each of your child(ren) in approved child care.

45 Does this child attend school?

Please read *Details of your children in approved child care* in the **Notes Booklet** before you answer this question.

No You may be contacted for more information.

Go to 47

Yes Go to next question

46 Did this child start school for the first time, after 1 July 2011?

No Go to next question

Yes Date started

47 Are you (or your partner or ex-partner) the grandparent of this child?

More information may be required to confirm whether you are eligible for additional assistance, as a grandparent.

For more information, see *Who is eligible for Child Care Benefit?* in the **Notes Booklet**.

No Go to 48

Yes When did this child enter your care?

48 Is this child under 7 years of age?

No Go to 51

Yes Go to next question

49 Please read this before answering the following question

To claim Child Care Benefit for a child who is under 7 years of age, you need to prove that your child's immunisation is up-to-date or that you have an approved exemption for this child.

The easiest way to do this is to provide details of the current Medicare card your child is listed on.

For more information, see *Immunisation details for Child Care Benefit* in the **Notes Booklet**.

Have you already provided this child's current Medicare card details to the Family Assistance Office?

No Go to next question

Yes Go to 51

52 Please read this before answering the following question

This information helps us to work out the maximum number of hours per week you can receive Child Care Benefit and if you meet the work, training or study test requirements for the Child Care Rebate.

For more information, see *Eligible Child Care Benefit hours* and *Child Care Rebate* in the **Notes Booklet**.

During the periods (e.g. week or fortnight) that your child(ren) attend approved child care, tick all activities that apply to you (and/or your partner).

You	Your partner
Working <input type="checkbox"/>	Working <input type="checkbox"/>
Looking for work <input type="checkbox"/>	Looking for work <input type="checkbox"/>
Studying or training <input type="checkbox"/>	Studying or training <input type="checkbox"/>
Caring for an adult or child with a disability <input type="checkbox"/>	Caring for an adult or child with a disability <input type="checkbox"/>
Doing voluntary work <input type="checkbox"/>	Doing voluntary work <input type="checkbox"/>
Paid or unpaid parental leave <input type="checkbox"/>	Paid or unpaid parental leave <input type="checkbox"/>
Date leave commenced / /	Date leave commenced / /
Have a disability <input type="checkbox"/>	Have a disability <input type="checkbox"/>
Absent from Australia <input type="checkbox"/>	Absent from Australia <input type="checkbox"/>
In prison <input type="checkbox"/>	In prison <input type="checkbox"/>
None of these apply <input type="checkbox"/>	None of these apply <input type="checkbox"/>

53 Do you (and/or your partner) participate in any activities listed in question 52 for **at least** 15 hours per week (or 30 hours per fortnight)?

Time spent in work related activities can be combined to answer this question, however restrictions to voluntary work may apply. For more information, see *Eligible Child Care Benefit hours* in the **Notes Booklet**.

You	Your partner
No <input type="checkbox"/> Go to next question	No <input type="checkbox"/> Go to next question
Yes <input type="checkbox"/> Go to 55	Yes <input type="checkbox"/> Go to 55

54 Do you (and/or your partner) participate in any activities listed in question 52 for **less than** 15 hours per week (or 30 hours per fortnight)?

Time spent in work related activities can be combined to answer this question, however restrictions to voluntary work may apply. For more information, see *Child Care Rebate* in the **Notes Booklet**.

You	Your partner
No <input type="checkbox"/> Go to 57	No <input type="checkbox"/> Go to 57
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

55 Do you need more than 50 hours of Child Care Benefit per week for any of your children for work, training or study commitments?

- No **Go to 57**
 Yes **Go to next question**

56 What is the most child care you will need for one child per week?

For example, if you need care for one of your children for 55 hours per week, but you only need 50 hours of care for the other child, write 55 hours.

hours minutes

For what period do you require more than 50 hours of approved child care?

From / / To / /

Your rate and payment options

57 Please read this before answering the following question

Your **Child Care Rebate** may be paid directly to you or your approved child care service(s) fortnightly and in many cases weekly or quarterly to you depending when your approved child care service(s) lodges your child's attendance information.

If you are receiving Child Care Benefit at a legislative rate greater than zero and you choose one of the direct payment options, 15 per cent of your Child Care Rebate entitlement will be withheld until the end of the financial year to reduce the risk of being overpaid.

Alternately, you can choose to be paid Child Care Rebate at the end of the financial year once your income is known and your service has provided all attendance information for the year.

Note: The payment option you choose for Child Care Rebate will be applied for the entire financial year. A new payment option cannot be applied until the start of the next financial year.

For more information, see *Child Care Rebate* in the **Notes Booklet**.

How do you want to be paid your Child Care Rebate?

- Direct to the approved child care service
 Direct to your nominated bank account
 Quarterly
 Annually

58 Please read this before answering the following question

Child Care Benefit can be paid to you as reduced fees or as a zero rate. The payment option you choose may have an impact on your Child Care Rebate payment amount.

For example if you choose the reduced fees option this will mean that you have less out of pocket expenses, if you choose the zero rate option then you will have more out of pocket expenses. At the end of the year we will work out what you have been paid for both Child Care Benefit and Child Care Rebate and make any necessary adjustments.

You will not receive any Child Care Benefit if your income is more than the limits in the following table.

1 child using child care	\$138,065
2 children using child care	\$143,095
3 children using child care	\$161,581

add \$30,528 for each additional child using child care.

If you know your income is too high, you will still need to complete this claim form for Child Care Benefit and be assessed at the zero rate of Child Care Benefit to receive the direct payment options, or quarterly payments of Child Care Rebate.

If you choose zero rate and do not want to be assessed for any additional Child Care Benefit entitlement after the end of the financial year, you (and your partner) do not need to provide a tax file number.

For more information, see *Income estimates for Child Care Benefit* and *Payment options to reduce your risk of an overpayment of Child Care Benefit* in the **Notes Booklet**.

For the period during the 2011–2012 financial year, what rate of Child Care Benefit do you want to be assessed for?

Child Care Benefit as reduced fees **Go to next question**

Zero rate and any entitlement after the end of the financial year when actual income is known **Go to 61**

Zero rate only **Do not answer questions 59 to 68. Go to 69**

59 Do you want us to reduce your risk of an overpayment by adjusting your Child Care Benefit percentage (if necessary) whenever your circumstances or income estimate changes?

No

Yes

60 Do you want to have your Child Care Benefit rounded down to the nearest whole per cent?

No

Yes

61 Do you currently receive fortnightly payments of Family Tax Benefit?

No You may be eligible for Family Tax Benefit.

For more information, go to www.familyassist.gov.au or call us on **13 6150**.

Go to 63

Yes **Go to next question**

62 Have your income details changed since you last updated your estimate with the Family Assistance Office?

No **Do not answer questions 63 to 66. Go to 67**

Yes **Go to next question**

Income details

63 Please read this before answering the following question

If you (and/or your partner) receive an income support payment, you will automatically get the highest rate of Child Care Benefit.

If you (and/or your partner) receive an income support payment AND have the primary care of a grandchild using approved child care, you may be entitled to additional assistance.

For a list of income support payments, see *About Child Care Benefit* in the **Notes Booklet**.

Do you receive an income support payment?

No **Go to next question**

Yes **Go to 66**

64 Please read this before answering the following questions

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 2011–2012 financial year, any income you earn in the financial year is still considered taxable income and you should include it in your estimate.

All overpayments need to be paid back. Overpayment(s) of Child Care Benefit may be recovered from your future family assistance payment(s), including end of year supplement payment(s). Overpayment(s) may also be recovered from tax refunds.

For more information, see *Providing an income estimate* and *Estimating your actual annual family income* in the **Notes Booklet**.

Use the following table to estimate your (and/or your partner's) taxable income for 1 July 2011 to 30 June 2012.

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

		You	Your partner
A Estimated taxable income from salary and wages <i>INCLUDE overtime payments, pay rises and bonuses. Remember to DEDUCT work related expenses from your gross income.</i>		\$	\$
B Estimated taxable income from lump sum payment(s) <i>Include maternity, termination and redundancy payments.</i>		\$	\$
C Estimated taxable income from business or self-employment <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	\$	\$
		– \$	– \$
D Estimated taxable income from investments <i>Include income from banks, credit unions, building societies, dividends from shares, income from managed investments.</i> <i>If you expect to make a loss, make sure you subtract this from your total estimated income and make sure you also answer question 65(C) – ‘Total net investment losses’.</i>	Profit or Loss	\$	\$
		– \$	– \$
E Estimated taxable income from real estate <i>Include taxable income from all residential or commercial real estate for which you (and/or your partner) receive rent. This can include houses, a room in your house, units, pasture and boats.</i> <i>If you expect to make a loss, make sure you subtract this from your total estimated income and make sure you also answer question 65(C) – ‘Total net investment losses’.</i>	Profit or Loss	\$	\$
		– \$	– \$
F Estimated taxable income from government pensions or benefits <i>You must include any amount you expect to receive from payments such as Newstart Allowance, Parental Leave Pay, 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>		\$	\$
G Other estimated taxable income <i>For example, superannuation withdrawals, scholarships, capital gains or foreign income on which you pay Australian tax.</i>		AUD	AUD
Total estimated taxable income (total of A to G)	=	\$	\$

- 65** Provide details of how much you (and/or your partner) expect to receive from any of the following sources in the 2011–2012 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>A Reportable fringe benefits</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>\$</p>	<p><i>Estimated amount</i></p> <p>\$</p>
<p>B Reportable superannuation contributions</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>\$</p>	<p><i>Estimated amount</i></p> <p>\$</p>
<p>C Total net investment losses</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>If you entered a net loss for your taxable income from real estate and/or investments at questions 64(D) or (E), you should copy the amount of the loss here.</p>	<p><i>Estimated amount</i></p> <p>-\$</p>	<p><i>Estimated amount</i></p> <p>-\$</p>
<p>D Tax free pensions and benefits</p> <p><i>Any tax free pensions and benefits you expect to receive from Centrelink or the Department of Veterans' Affairs in the 2011–2012 financial year will be counted as part of your family's income.</i></p> <p>Income from tax free pensions and benefits is included in your adjusted taxable income for family assistance purposes.</p>	<p><i>Estimated amount</i></p> <p>\$</p>	<p><i>Estimated amount</i></p> <p>\$</p>
<p>E Foreign income</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. Do not include any foreign income amount you have already included in question 64(G).</i></p> <p>The exchange value of any foreign income is included in your adjusted taxable income for family assistance purposes.</p>	<p><i>Estimated amount</i></p> <p>AUD</p>	<p><i>Estimated amount</i></p> <p>AUD</p>
<p>F Tax exempt foreign income</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 64(G).</i></p>	<p><i>Estimated amount</i></p> <p>AUD</p>	<p><i>Estimated amount</i></p> <p>AUD</p>
<p>G Child support PAID</p> <p><i>Types of child support include: private child support, child support you PAY through the Child Support Agency, non-cash child support, any other amounts. 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 PAY in child support in the 2011–2012 financial year.</p> <p>Note: The full amount of any child support you pay will be deducted from your estimated income.</p>	<p><i>Estimated amount</i></p> <p>\$</p>	<p><i>Estimated amount</i></p> <p>\$</p>

66 Do you (and/or your partner) receive 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 your partner start to receive this payment

____ / ____ / ____

Has this payment stopped?

No

Yes When did this payment stop

____ / ____ / ____

Tax details

67 Please read this before answering the following questions

You are not breaking the law if you do not give us your (and your partner's) tax file number(s), but if you do not provide or authorise us to get them from the Australian Taxation Office, your entitlement to Child Care Benefit can only be assessed at the zero rate.

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

No Go to next question

Not sure Go to next question

Yes Go to 69

68 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

____ - ____ - ____

Additional assistance

69 Please read this before answering the following questions

Apart from Child Care Benefit, there are other payments or assistance that families may be entitled to receive.

If your child has a disability

Go to the website at **wwwcentrelink.gov.au** or call Centrelink on **13 2717** to discuss *Carer Allowance* and/or *Carer Payment*.

If your child is an orphan

Go to the website **wwwcentrelink.gov.au** or call Centrelink on **13 6150** to discuss *Double Orphan Pension*. For more information and Centrelink's definition of an orphan, see *Double Orphan Pension* in the **Notes Booklet**.

You (or your partner) commenced or returned to paid work for the **FIRST** time after having a baby or after a period out of the workforce to care for a child that has recently come into your care

For more information, see *Commencing or returning to work* in the **Notes Booklet**.

70 Which of the following forms, documents and other attachments are you providing with this form or have already provided to the Family Assistance Office?


Personal details A form authorising a person or organisation to act on my behalf <i>(if you answered Yes at question 18)</i>	You			
	<input type="checkbox"/>			
Australian residence Citizenship papers, passport or other documents <i>(if you answered No at question 30)</i>	You	Your partner		
	<input type="checkbox"/>	<input type="checkbox"/>		
Child details <i>See question 37 Tick one box for each child</i> Proof of birth has already been given to the Family Assistance Office for family assistance payments	Child 1	Child 2	Child 3	Child 4
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate or extract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adoption papers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other government issued document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunisation details for child(ren) under 7 years of age <i>See question 50 Tick one box for each child under 7 years of age</i> I have already provided the current Medicare card number the child is listed on, to the Family Assistance Office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will provide the current Medicare card number the child will be listed on, to the Family Assistance Office, when it is issued.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will provide documents that confirm each child's immunisation is up-to-date, or that they have an approved exemption.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This Information/Document has been given to the Family Assistance Office before and it may be used for this claim.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Statement

71 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.
 - the Family Assistance Office can make relevant enquiries to ensure I receive my correct entitlement.
 - any overpayment of Child Care Benefit will need to be paid back and that some or all of an overpayment may be recovered from my tax refund and/or future family assistance payment(s), including end of year supplement payment(s).


Your signature



Date

/ /

Your partner's signature (if applicable)



Date

/ /