



# MOD F

Return this form to your local  
Centrelink Customer Service Centre by  /  /

Customer Reference Number  
(if known)  -  -  -

## Purpose of this form

You must complete this form if:

- you are self-employed or involved in a sole-trader business or partnership (in Australia or outside Australia), or
- you were involved in a business prior to claiming Newstart Allowance or Youth Allowance.

## Definition of a partner

For Centrelink 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 or same-sex), **or**
- in a de facto relationship (opposite or same-sex)

Centrelink 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.

Centrelink recognises all couples, opposite-sex and same-sex.

## For more information

If you need help to fill in this form or you need more information about the questions, visit your local **Centrelink Customer Service Centre**, go to our website at [www.centrelink.gov.au](http://www.centrelink.gov.au) or call Centrelink on:

ABSTUDY	<b>13 2317</b>
Austudy	<b>13 2490</b>
Disability, Sickness and Carers	<b>13 2717</b>
Employment Services	<b>13 2850</b>
Parenting Payment	<b>13 6150</b>
Retirement	<b>13 2300</b>
Youth Allowance	<b>13 2490</b>
International Services	<b>13 1673</b>

To speak to Centrelink in languages other than English, call **13 1202**.

**Note:** Calls from your home phone to Centrelink 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 from public and mobile phones may be timed and charged at a higher rate.

## 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 Centrelink 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.

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

If you and your partner have both completed a form '**Mod F**', only one copy of documents per couple is required.

If you need your accountant to provide documents and/or information, Centrelink will not reimburse fees charged by the accountant.

## 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(s)

Check that you have answered all the questions you need to answer and that you have signed and dated this form.

If you return required documents (and this form):

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

Return this form and all additional documents to a Centrelink Customer Service Centre.

## 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 social security law.

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

Centrelink may disclose limited information (for example, income and assets) about you to other individuals when your circumstances affect their entitlement to payments and services.

Centrelink can give your information to other persons, bodies or agencies without your permission in circumstances where Commonwealth legislation requires or authorises the disclosure.

You can get more information from the factsheet titled *Your Right to Privacy* from your local Centrelink Customer Service Centre, you can call Centrelink to request a copy or you can go to our website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

1 Your name

Mr  Mrs  Miss  Ms  Other

Family name


First given name

Second given name

2 Your date of birth

3 Do you have an interest in any business run via a **private trust**?

No  Go to next question


Yes   Do NOT use this form to provide details for any business run via a private trust.

Instead you will need to complete a **Private Trust** form (**Mod PT**) for each private trust you have an interest in. If you do not have this form, contact Centrelink or go to our website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

**Note:** If you have another business that is not part of a private trust ► Go to next question

4 Do you have an interest in any business run via a **private company**?

No  Go to next question

Yes   Do NOT use this form to provide details for any business run via a private company.

Instead you will need to complete a **Private Company** form (**Mod PC**) for each private company you have an interest in. If you do not have this form, contact Centrelink or go to our website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

**Note:** If you have another business that is not part of a private company ► Go to next question

5 Do you have an interest in any **other business**?

No   Do NOT continue with this form.

Contact Centrelink on the appropriate number listed on the front of this form.

Yes  Go to next question

6 Are you involved in more than one business as a sole-trader and/or partnership?

No  Go to next question

Yes  You will need to complete a separate '**Mod F**' form for each business you are involved in.

How many copies of '**Mod F**' do you need?

 F

## Self-employed/sole-trader details

7 Are you self-employed or a sole-trader?

No  Go to 19

Yes  Go to next question

8 What is the name and address of the business?

Name of business

Address of business

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Postcode

9 On what date did you commence operating this business?

10 What type of business or self employment are you involved in (e.g. dairy farm, milk bar, newsagency)?

11 Does the business hold any real estate?

No  Go to next question

Yes



You will need to complete and attach a **Real estate details** form (**Mod R**). A separate form must be completed for each property. If you do not have this form, contact Centrelink or go to our website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

12 Please read this before answering questions 13 to 17.

You need to provide documents for your claim to be assessed. If you cannot attach the requested documents to this form, you must advise the date you will be providing them. Centrelink may not be able to pay you until you provide the requested documents.

13 Can you provide your latest personal income tax return?

No  I will provide it by

Yes



Attach your latest personal income tax return to this form.



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14 Can you provide the latest profit and loss statement?

No  I will provide it by

/ /

**Note:** If a profit and loss statement has never been completed for the business and you are unable to obtain one from your accountant, contact Centrelink for an interim **Profit and loss statement form (SU580)** or go to our website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

Yes  Attach the latest profit and loss statement to this form.

15 Can you provide the latest balance sheet?

No  I will provide it by

/ /

**Note:** If you are unable to provide a balance sheet, provide a list of the type and amount of each liability and asset of the business.

Yes  Attach the latest balance sheet to this form.

16 Is the value of the current business assets and liabilities different to that shown on the latest balance sheet?

No  Go to next question

Yes  Attach a separate sheet with the following details:

- the current value of the businesses' assets and any liabilities
- reasons why the businesses' asset value is different, and
- any documents that support your businesses' estimate.

17 Can you provide the latest depreciation schedule?

No  I will provide it by

/ /

Yes  Attach the latest depreciation schedule to this form.

18 Is your current income from your business different to that shown on the latest profit and loss statement or tax returns?

No  Go to next question

Yes  It would be in your interest to provide the following:

- your estimate of the type (e.g. wages, distributions, dividends etc.) and gross amount of the income for this financial year,
- reasons why the income is different to the latest income tax returns, and
- documents which support your estimate (e.g. interim profit and loss statement).

Business partnership details

19 Are you involved in a business partnership?

No  Go to 38

Yes  Go to next question

20 Do you have a partnership agreement?

No  Go to next question

Yes  Attach a copy of the partnership agreement to this form.

21 What is the name and address of this partnership?

Name of partnership

Address of partnership

Postcode

22 When did the partnership commence?

/ /

23 Who are the partners of this partnership?

Please specify each partner's share of profit/loss.

Partner name	Share of profit/loss
	%
	%
	%
	%
	%

24 What type of business is the partnership involved in (e.g. property development)?

25 Does the partnership hold any real estate?

No  Go to next question

Yes  You will need to complete and attach a **Real estate details form (Mod R)**. A separate form must be completed for each property. If you do not have this form, contact Centrelink or go to our website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

**26 Please read this before answering questions 27 to 36.**

You need to provide documents for your claim to be assessed. If you cannot attach the requested documents to this form, you must advise the date you will be providing them. Centrelink may not be able to pay you until you provide the requested documents.

**27 Can you provide your latest personal income tax return?**

No  I will provide it by  
/ /


Yes   Attach your latest personal income tax return to this form.

**28 Is any business partner listed in question 23, your partner?**

No  **Go to 30**  
Yes  **Go to next question**


**29 Can you provide your partner's latest personal income tax return?**

No  I will provide it by  
/ /

Yes   Attach your partner's latest personal income tax return to this form.

**30 Can you provide the latest partnership income tax return?**

No  I will provide it by  
/ /

Yes   Attach the latest partnership income tax return to this form.

**31 Can you provide the latest profit and loss statement?**

No  I will provide it by  
/ /

**Note:** If a profit and loss statement has never been completed for the partnership and you are unable to obtain one from your accountant, contact Centrelink for an interim **Profit and loss statement form (SU580)** or go to our website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

Yes   Attach the latest profit and loss statement to this form.

**32 Can you provide the latest balance sheet?**


No  I will provide it by  
/ /

**Note:** If you are unable to provide a balance sheet, provide a list of the type and amount of each debt and asset of the partnership.

Yes   Attach the latest balance sheet to this form.

**33 Is the value of the current partnership assets and liabilities different to that shown on the latest balance sheet?**

No  **Go to next question**

Yes   Attach a separate sheet with the following details:

- the current value of the partnerships' assets and any liabilities
- reasons why the partnerships' asset value is different, and
- any documents that support your partnerships' estimate.


**34 Can you provide the latest depreciation schedule?**

No  I will provide it by  
/ /

Yes   Attach the latest depreciation schedule to this form.


**35 Can you provide the current and capital account details for each business partner?**

No  I will provide it by  
/ /

Yes   Attach your business partner's current and capital account details to this form.


**36 Can you provide separate schedules showing balances, income and expenses for each investment, loan and bank account itemised on tax returns?**

No  I will provide it by  
/ /

Yes   Attach separate schedules showing balances, income and expenses for each investment, loan and bank account itemised on tax returns to this form.

**37 Is your current income from the partnership different to that shown on the latest profit and loss statement or tax returns?**

No  **Go to next question**

Yes   It would be in your interest to provide the following:

- your estimate of the type (e.g. wages, distributions, dividends etc.) and gross amount of the income for this financial year
- reasons why the income is different to the latest income tax returns, and
- documents which support your estimate (e.g. interim profit and loss statement).



Accountant details

**49** Your accountant's details

Name of accountant

Address

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Postcode

Phone number

Checklist

**50** Which of the following forms, documents and other attachments are you providing with this form?

*If you are not sure, check the question to see if you should attach the documents.*

Where you are asked to supply documents, please attach original documents.

**Real estate details form (Mod R)**

*(If you answered Yes at **question 11** or **question 25**)*

Latest personal income tax return

*(If you answered Yes at **question 13** or **question 27**)*

Latest profit and loss statement

*(If you answered Yes at **question 14** or **question 31**)*

Latest balance sheet

*(If you answered Yes at **question 15** or **question 32**)*

Business/Partnership details

*(If you answered Yes at **question 16** or **question 33**)*

Latest depreciation schedule

*(If you answered Yes at **question 17** or **question 34**)*

Your estimates, reasons income is different to the latest tax returns, and documents which support your estimate

*(If you answered Yes at **question 18** or **question 37**)*

Partnership agreement

*(If you answered Yes at **question 20**)*

Partner's latest personal income tax return

*(If you answered Yes at **question 29**)*

Latest partnership income tax return

*(If you answered Yes at **question 30**)*

Business partner's current and capital account details

*(If you answered Yes at **question 35**)*

Separate schedules showing balances, income, expenses for each investment, loan & bank account itemised on tax returns

*(If you answered Yes at **question 36**)*

Statement

**51** Statement

**I declare that:**

- the information provided in this form is complete and correct.
- I give permission to contact my accountant for any relevant information necessary to assess my claim.

**I understand that:**

- giving false or misleading information is a serious offence.
- Centrelink can make relevant enquiries to ensure I receive the correct entitlement.

Your signature

Date