



Purpose of this form

The Child Support Agency (CSA) uses your adjusted taxable income to calculate your child support assessment. Adjusted taxable income is the total of your taxable income, plus other income components such as gross reportable fringe benefits total, target foreign income, total net investment losses, some tax free pensions or benefits and reportable superannuation contributions. This forms allows you to provide an income declaration if your taxable income has not yet been assessed by the Australian Taxation Office (ATO). It is important to keep your income details up-to-date to ensure your child support assessment is accurate.

IMPORTANT: When you lodge your tax return, CSA may replace your income declaration with your taxable income and amend your child support. The best way to ensure your child support is correct is to lodge your tax return on time every year. If you lodge your tax return late we may not be able to backdate any changes to your child support assessment.

- ☎ You can provide your income taxation declaration over the phone. Simply call **131 272*** between 8.30am and 4.45pm. Interpreters are available on **131 450***. Customers are offered a receipt number at the end of each phone call with the CSA, as part of our customer service guarantee.

💻 You can complete this form online at **www.csa.gov.au**

To complete this form

- Fill in your name, address and date of birth details using **BLOCK LETTERS**
- Tick where applicable
- Sign the form.

Where do I send this form?

Please send this form to:

The Child Support Agency
GPO Box 9815 MELBOURNE
VICTORIA 3001

For more information

If you need more information or you would like help to complete this form, please phone us on **131 272***.

You can also read more about CSA and your options in our fact sheets available on the CSA website at **www.csa.gov.au/fact**

Help in other languages

If you do not speak English and need help from the Child Support Agency, ring the Translating and Interpreting Service (TIS) on **13 14 50**. Ask them to set up a three-way conversation between you, an interpreter and a Child Support officer.

ARABIC إذا كنت لا تتحدث اللغة الإنكليزية واحتجت إلى مساعدة من Child Support Agency اتصل بخدمة الترجمة الخطية والشفهية (TIS) على الرقم 13 14 50.

CHINESE 如果您不說英語，但需要Child Support Agency的協助，請致電翻譯及傳譯服務處(TIS)，電話13 14 50。

CROATIAN Ako ne govorite engleski i trebate pomoć Child Support Agency, nazovite Službu prevoditelja i tumača (TIS) na 13 14 50.

FARSI اگر انگلیسی نمیدانید و به کمک Child Support Agency نیاز دارید به سرویس ترجمه کتبی و شفاهی (TIS)، شماره 13 14 50 تلفن بنید.

GREEK Αν δεν μιλάτε Αγγλικά και χρειάζεστε βοήθεια από το Child Support Agency, τηλεφωνήστε στη Μεταφραστική και Τηλεφωνική Υπηρεσία (TIS) στο 13 14 50.

INDONESIAN Jika Anda tidak berbahasa Inggris dan memerlukan bantuan dari Child Support Agency, silakan menelepon Jasa Penerjemahan dan Juru Bahasa (TIS) pada nomor 13 14 50.

ITALIAN Se non parli inglese e ti serve assistenza da parte della Child Support Agency, chiama il Servizio traduzioni e interpreti (TIS) al 13 14 50.

KHMER បើលោកអ្នកមិននិយាយអង់គ្លេសទេ ហើយត្រូវការជំនួយពី Child Support Agency សូមទូរស័ព្ទទៅកាន់សេវាបកប្រែភាសា (TIS) តាមលេខ 13 14 50 ។

KOREAN 당신이 영어를 못하고 Child Support Agency의 도움이 필요하시면 전화통역 서비스(TIS) 13 14 50 으로 전화하십시오.

MACEDONIAN Ако не зборувате англиски јазик и ви треба помош од Child Support Agency, телефонирајте во Службата за преведување и толкување (TIS) на 13 14 50.

MALTESE Jekk inti ma titkellimx bl-Ingliż, u trid ghajnuna miċ-Child Support Agency, ċempel lis-Servizz ta' Interpreti bit-Telefon (TIS) fuq 13 14 50.

POLISH Jeśli nie mówisz po angielsku a potrzebujesz pomocy Child Support Agency, zadzwoń do Biura Tłumaczy (TIS) pod numer 13 14 50.

PORTUGUESE Se não fala inglês e precisa da ajuda da Child Support Agency, ligue para o Serviço de Tradutores e Intérpretes (TIS) no 13 14 50.

RUSSIAN Если вы не говорите по-английски и нуждаетесь в помощи Child Support Agency, звоните в Службу устного и письменного перевода (TIS) по телефону 13 14 50.

SERBIAN Ако не говорите енглески и треба вам помоћ од Child Support Agency назовите Службу преводилаца и тумача (TIS) на 13 14 50.

SPANISH Si no habla inglés y desea ayuda de Child Support Agency, llame al Servicio de Traducción e Interpretación (TIS) al 13 14 50.

TURKISH Eğer Child Support Agency'den yardım istiyorsanız ve İngilizce konuşmıyorsanız 13 14 50'den Yazılı ve Sözlü Tercümanlık Servisi'ni (TIS) arayınız.

VIETNAMESE Nếu không nói được tiếng Anh, mà cần Child Support Agency giúp, xin gọi điện thoại cho Dịch Vụ Thông Phiên Dịch (TIS), số 13 14 50.

1 What is your child support reference number?

□□□□ - □□□□ - □□□□ - □□□□

(as shown on your CSA letters)

2 What are your personal details?

Mr Mrs Miss Ms Other

Family name

First given name

Other given names

3 Date of birth

DD / MM / YYYY

4 Postal address

Postcode

5 Home phone

()

6 Work phone

()

7 Mobile phone

8 Email

@

9 Which tax years are you supplying income details for?

Financial year (July – June) ie: 2009 – 2010

20 – 20

20 – 20



Please attach a separate sheet if you need to provide details for more than two financial years.

10 Have you lodged tax returns for the above years?

No Are you required to lodge tax returns for the above years?

No Go to question 11

Yes Please state the years that you need to lodge and the date you will lodge these returns.

Yes What date did you lodge the returns?

DD / MM / YYYY

What name and address were on your returns?

Postcode

11 What are your income details for the years identified in question 9?

Tax Year 20 – 20

a Gross income (see Notes)

\$

b Allowable deductions (see Notes)

\$

c Net taxable income (a minus b)

\$

d Total net investment losses (see Notes)

\$

e Reportable fringe benefits (see Notes)

\$

f Target foreign income (see Notes)

\$

g Total tax free pensions and benefits

\$

h Reportable superannuation contributions

\$

i Total adjusted taxable income (c + d + e + f + g + h)

\$



IMPORTANT: If you now earn at least 15 per cent less than the adjusted taxable income provided on this form, you may be able to supply an estimate of your income. If your estimate is accepted, CSA will amend your child support to reflect your new income. Any changes to your assessment will be effective from the date your estimate is received. Your assessment will not be backdated.

12 Statement

I declare that:

- the information provided in this form is complete and correct.

I understand that:

- the penalty for deliberately giving false and misleading information, in accordance with the **Child Support (Assessment) Act 1989**, upon conviction, is imprisonment for up to six months.

Your signature



Date

DD / MM / YYYY

NOTES:

Gross income must include gross income from wages before tax, pension/benefits, business income, rental income, investment income, net capital gains and eligible terminations payments. Include any other assessable income that would be included in your tax return.

Allowable tax deductions must be recognised by the ATO e.g. work related expenses, business expenses, net rental property losses, net financial investment losses.

A total net investment loss is the amount by which the expenses for your investments, e.g. from rental property, shares, managed investments and forestry managed investment schemes, exceed the gross income from those investments, if this loss was deducted from your income for tax purposes.

Reportable fringe benefits are benefits that are provided to an employee or an associate, instead of full salary/wage payment (e.g. salary sacrificing in exchange for a car).

Target foreign income is any foreign income exempt from tax, less any losses or outgoings incurred in deriving that income.

What about customer privacy?

The information requested by CSA is needed for child support purposes and is required by child support law. We do not pass your personal information on to the other parent/carer unless this is required by law or necessary to make a decision that would affect the other parent/carer.

Some information may be passed to Centrelink, the Australian Taxation Office, the Family Assistance Office or the Social Security Appeals Tribunal. CSA may provide your contact details to people contracted by us to deliver services to separated parents, or to carry out research to help improve our services. You are not obliged to participate in any programs or research.

Our guidelines on privacy are in accordance with the Privacy Act 1988. For more information about how we treat your personal information, see the Guide on the CSA's website at www.csa.gov.au

For more information about the Privacy Act and privacy generally, see the Privacy Commissioner's website at www.privacy.gov.au

What if I have a complaint?

Step One:

Contact CSA and speak to your Customer Service Officer who will try to solve the problem.

Step Two:

If you are not satisfied with the outcome, ask to speak to their manager.

Step Three:

If you are still not satisfied, call CSA's Complaints Service on **132 919*** and speak to a complaints officer.

If you feel that CSA has been unable to successfully resolve your complaint, you can escalate your concerns by contacting the Commonwealth Ombudsman.

How can I report suspected fraud?

If you have information about someone who is misusing government services, please phone the Australian Government Services Tip-off Line on **131 524***.

The tip-off line allows you to confidentially report fraud against Centrelink, Medicare, the Pharmaceutical Benefits Scheme, or the Child Support Agency.

***Call charges may apply.**