



Purpose of this form

You can complete this form if you need to provide the Child Support Agency (CSA) with an estimate of your income. Reasons you might need to do this include:

- Your current income is at least 15 per cent less than the adjusted taxable income used in your Child Support Assessment. Your current assessment must be based on either a taxable income provided by the Australian Taxation Office (ATO), or on details you have supplied to CSA about your taxable income.
- You have already lodged an estimate for this financial year **and** this new estimate is for a different amount. This amount can be more or less than your current estimate.
- You have previously lodged an estimate for the current financial year and a new financial year is about to start, **and** you expect to earn at least 15 per cent less than the adjusted taxable income amount used in your child support assessment for the new financial year.



IMPORTANT: An estimate can be applied only from the date this form is received by CSA, or from 1 July if you are estimating for the next financial year.

Note: You are required to notify us of any changes to your income.

Please read the Notes on the last page before you complete this form so you can determine if you are eligible to provide an estimate.

- ① You can provide your estimate of income over the phone. Simply call **131 272*** between 8.30 am and 4.45 pm. Interpreters are available on **131 450***. Customers are offered a receipt number at the end of each phone call with the Child Support Agency (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, occupation and date of birth details using BLOCK LETTERS
- Tick the appropriate box that applies to your situation 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 CSA, 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 بزنید.

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 បើយើងត្រូវការជំនួយពី 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 għajnuna 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 нуждается 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 преводаца 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 Do you want to apply this estimate to all eligible cases?

Yes **Go to 2**

No **Please call us
to discuss your
reasons**

2 What is your child support reference number?

(as shown on your CSA letters)

3 What are your personal details?

Mr Mrs Miss Ms Other

Family name

First given name

Other given names

4 Date of birth

5 Postal address

Postcode

6 Home phone

()

7 Work phone

()

8 Mobile phone

9 Email

@

10 What period will your estimate apply to?

Tick only one option (A, B or C) where applicable.
Please write the start date and end date of your estimate.

Note: Your estimate will be applied until the end of the financial year in which your estimate commences.

A tick this option only if:

- this is your first estimate for this financial year.

Today's date

End date

This is your estimate period. **Go to 11**

B tick this option only if:

- you have already lodged an estimate for this financial year; and
- your income has changed since your first estimate was lodged.

What date did this change occur?

End date

Go to 13

C tick this option only if:

- you have previously lodged an estimate for the current financial year; **and**
- a new financial year is about to start; **and**
- you would like this estimate to start on 1 July of the new financial year; **and**
- you expect to earn at least 15 per cent less than the adjusted taxable income amount used in your child support assessment.

Start date

End date

This is your estimate period. **Go to 13**

IMPORTANT: If you are lodging an estimate to begin on the new financial year, and your circumstances change after you lodge that estimate, you can withdraw your estimate prior to 1 July.

11 Will your estimate start on 1 July?

Yes **Go to 13**

No **Go to 12**

12 What is your year to date (YTD) income?

You must provide your YTD income amount if this is your first estimate for the financial year and it will start after 1 July. The YTD income is the amount you have earned from 1 July to the day before your initial estimate is lodged.

My YTD income period is

01 / 07 / YYYY - DD / MM / YYYY

IMPORTANT: Your YTD income amount needs to be accurate as we will use this information to verify your estimate after the financial year has ended.

a Total salary and wage income
(Include salary, wages and allowances)

\$

b Business income
(Include income from businesses, partnerships and trusts)

\$

c Taxable pensions and benefits
(Include Centrelink and Social Security payments and other government allowances)

\$

d Net rental income/loss
(Indicate a loss amount (if any) with a – sign)

\$

e Net financial investment income/loss
(Indicate a loss amount (if any) with a – sign)

\$

f Eligible termination payments

\$

g Net capital gains

\$

h Other income
(Include any other taxable income not listed above)

\$

i Your YTD allowable deductions
(Include items such as work related expenses/business expenses/gifts or donations)

\$

j *Your YTD taxable income
 $((a + b + c + d + e + f + g + h) - i)$

\$

k Total of your YTD tax free pensions and benefits

\$

l Your YTD target foreign income
(Include any foreign income you receive that is not taxable income or a fringe benefit)

\$

m**Your YTD total net investment losses

\$

n Your YTD reportable fringe benefits

\$

o Your YTD reportable superannuation contributions

\$

p Your total YTD income
 $(j + k + l + m + n + o)$

\$

* Your taxable income cannot be less than \$0. If the amount at item **j** is less than \$0, insert \$0 as your taxable income.

** A total net investment loss is the amount by which the expenses for your investments, e.g. from rental property, shares, managed investment and forestry managed investment schemes, exceed the gross income from those investments, if this loss was deducted from your income for tax purposes. Only complete item **m** if you have a loss (a negative amount recorded at **d** and/or **e**). You must add any loss amounts at item **m** to your total income at item **p**.

13 What is your estimated income?

To complete this section, refer to the dates you supplied at Question 10. Calculate the income you expect to earn during this period.

a Your total estimated salary and wage income
(Include salary, wages and allowances)

b Your estimated business income
(Include income from businesses, partnerships and trusts)

c Your estimated taxable pensions and benefits
(Include Centrelink and Social Security payments and other government allowances)

d Your estimated net rental income/loss
(Indicate a loss amount (if any) with a – sign)

e Your estimated net financial investment income/loss
(Indicate a loss amount (if any) with a – sign)

f Your estimated eligible termination payments

g Your estimated net capital gains

h Your estimated other income
(Include any other taxable income not listed above)

i Your estimated allowable deductions
(Include items such as work related expenses, business expenses, gifts or donations)

j *Your estimated taxable income
($(a + b + c + d + e + f + g + h) - i$)

k Total of your estimated tax free pensions and benefits

l Your estimated target foreign income
(Include any foreign income you receive that is not taxable income or a fringe benefit)

m**Your estimated total net investment losses

n Your estimated reportable fringe benefits

o Your estimated reportable superannuation contributions

p Your total estimated income
($j + k + l + m + n + o$)

* Your taxable income cannot be less than \$0. If the amount at item **j** is less than \$0, insert \$0 as your taxable income.

** A total net investment loss is the amount by which the expenses for your investments, e.g. from rental property, shares, managed investment and forestry managed investment schemes, exceed the gross income from those investments, if this loss was deducted from your income for tax purposes. Only complete item **m** if you have a loss (a negative amount recorded at **d** and/or **e**). You must add any loss amounts at item **m** to your total income at item **p**.

14 Why has your income changed?

| |
|--|
| |
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| |
| |

15 Statement

I elect:

- to use the above estimate of my taxable income, and if applicable, other income amounts and net investment losses as my adjusted taxable income amount for the period specified above.

I declare that:

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

I understand that:

- this income estimate will replace any previous income estimate I have made for this financial year.
- giving false or misleading information is a serious offence.

Your signature

| |
|---|
|  |
|---|

Date

Notes

Is my estimate automatically accepted?

CSA can refuse an estimate if we have information that indicates your actual income is likely to be more than your estimate, or if the year to date YTD figure provided is more than the likely YTD amount earned. We will contact you if we are considering refusing your estimate.

In some circumstances, you will not be able to ask CSA to accept your estimate. If you have not lodged your last tax return or supplied CSA with your income details for the last tax year, CSA cannot accept your estimate. An Agreement, Court Order, or CSA Change of Assessment decision can also prevent or stop you from being eligible to lodge an estimate if it:

- varies the annual rate of child support payable in your child support case by setting that annual rate; or
- varies your adjustable taxable income, or your child support income, by setting that adjusted taxable income or child support income.

What happens if I underestimate my income?

When the financial year ends, so will your estimate. We will verify the accuracy of your estimate from the information in your tax return. If you do not lodge your tax return by 30 June of the following financial year, we may determine your actual income. We may conduct our own investigations, including asking you to provide proof of your income.

If your actual income is higher than the amount you estimated, your child support may be amended. This will create arrears that you will be required to pay. If your actual income is 10 per cent higher than the amount you estimated, or more, you may also be charged a penalty.

If you have over-estimated your income, we cannot backdate and reduce your assessment to reflect your lower income.

To ensure the accuracy of your estimate, post this form the same day you complete it.

Customers are responsible for contacting CSA to update income details when changes occur.

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 ATO, 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.**