



Information and Privacy Section

Purpose of this form

When a parent believes there are special circumstances in their case they can apply to the Child Support Agency (CSA) to have these special circumstances considered. The special circumstances in a case must meet at least one of the 10 reasons listed later in this form.

Note: *Special circumstances* means a parent considers the administrative assessment in their case needs changing as it does not take into consideration their particular circumstances which are **out of the ordinary**.

You have received a copy of the other parent's application requesting a change to the assessment. Use this form to **respond** to their application.

A copy of your response and **all** supporting documents will be given to the other parent. Your personal and confidential information contained on page 2 of 2 of the Information and Privacy Section will **not** be given to the other parent.

A properly made Change of Assessment response must not include obscene or offensive material. If we receive a response that includes offensive material, we will not consider the information and it will not be sent to the other parent.

You can also use this form to make a **'cross application'** if you believe there are *special circumstances* that need to be considered.

Copies of your cross application **will** also be given to the other parent who will have the opportunity to respond in writing.

Someone from the CSA will ring you when we receive your written response. So please be ready to discuss the other parent's application, your response and your financial details when we call.

Where parents can agree on a fair amount of child support, the CSA encourages making a *Child Support Agreement*. The Senior Case Officer may accept an agreement if it is fair in the circumstances of the case. If parents cannot agree on a fair amount of child support, the Senior Case Officer will decide what the child support amount should be. For information about agreements and the change of assessment process go to our website www.csa.gov.au

Note: The CSA can only make a retrospective change to an assessment for a maximum period of 18 months from the date an application is received. For periods earlier than this, you should apply to a court with child support jurisdiction for leave under section 111 of the *Child Support (Assessment) Act, 1989*.

To complete this form

- Fill in your name, address, occupation and date of birth details using BLOCK LETTERS
- Tick where applicable
- Write legibly
- Sign the form
- Use only black or blue pen.

Where do I send this form?

Please send your completed form to:

GPO Box 9815 MELBOURNE VIC 3001 or
fax number: **1300 309 949**

The other parent has made an application to change your child support assessment because of special circumstances

You have received a copy of the other parent's application and any supporting documents.

As part of your response you can cross apply. See page 4 of The Response section of this form for details.

Send your completed response form and a copy of all supporting documents to the CSA.


An un-edited copy of your form (**excluding page 2 of the Information and Privacy Section of this form**) and all supporting documents are sent to the other parent.


A Senior Case Officer will talk to both parents about the application and response.

During this process you and the other parent may consider entering into a Child Support Agreement. The Senior Case Officer may accept the agreement if it is fair in the circumstances of the case. If you and the other parent cannot agree on a fair amount of child support, the Senior Case Officer will decide what the child support amount should be.

The Senior Case Officer will make a decision on the application and any response received. A written copy of this decision will be sent to you.

For more information

 If you would like assistance or further information to complete this form please call the CSA on **131 141**.

 Information is also available at www.csa.gov.au



Note: The information on this page is **NOT** given to the other parent.

Confidential personal information

Family name

First given name

Other given names

Date of birth

Postal address

Home phone number

Work phone number

Mobile phone number

Email

What is your Child Support Reference Number?

(as shown on your CSA letters)

Your employer's name and address

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text" value="Postcode"/>	<input type="text" value="Postcode"/>

If you own, or are involved in a business, partnership, company or trust - complete the following details.

Business name and name of directors/partners/owners



If you need additional space, attach a separate sheet with details of further employers and/or businesses.

Do you have a restraining, intervention or other order involving the other parent?

No
Yes

When is the best time for the CSA to call you?


Preferred day(s) of the week

Time

Phone number

Note: We will do our best to contact you at the time you have indicated.

If you need an interpreter, which language?

 **Note:** A copy of this and all of the following pages will be given to the other parent. Include information that is relevant to your case. Do not include or attach information you do not want the other parent to see (for example your address or phone number). If supporting documents show information you do not want exchanged, it is **your** responsibility to black it out or remove it before it is received by CSA. If you include information about third parties, make sure you have discussed disclosing this information with them.

The Response

Case details

1 What are your personal details?

Mr Mrs Miss Ms Other

Family name

First given name

Other given names

2 What is your occupation?

3 Other parent's family name

Other parent's given name

4 What are the names of the children in the assessment?

.....
.....
.....
.....
.....
.....

5 Do you have a court order in relation to this assessment?

No

Yes

6 Do you currently have a formal child support agreement with the other parent for this assessment?

No

Yes

Income, Assets and Liabilities

Only answer questions 7 to 12 if you are the natural or adoptive parent of the child/ren of the assessment.

7 What are your current monthly income and expense details?

Income type

Salary or wages (including allowances)

\$

Termination payments (including superannuation payments)

\$

Interest and dividends

\$

Business income

\$

Trust distribution

\$

Partnership distribution

\$

Rental property income

\$

Sale of property

\$

Compensation or rehabilitation payments (including lump-sum payments)

\$

Centrelink payments, or any other government pension, allowance or benefit

\$

Superannuation payments

\$

Reportable superannuation contributions

\$

Periodical payments by way of gift or allowances

\$



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Reportable fringe benefits

\$

Target foreign income

\$

Royalties

\$

Any other income

\$

Total income

\$

8 Assets

Cash assets (present value)

Cheque account

\$

Savings account

\$

Other accounts

\$

Property assets

Family home (location and value)

\$

Other property (location and value)

\$

Motor vehicle 1 (make/model and value)

\$

Motor vehicle 2 (make/model and value)

\$

Household furniture/effects

\$

Superannuation

\$

Shares, bonds and investments etc.

\$

Life insurance (surrender value)

\$

Other (specify type and value)

\$

Total present value

\$

9 Expenditure (average monthly)

Credit commitments

Housing loan repayments

\$

Other loan repayments

\$

Credit card repayments

\$

Rent/board

\$

Rates

\$

Utilities (Electricity, phone, gas etc.)

\$



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Fuel, car registration, insurance and running expenses

\$

Living (food, clothing, personal)

\$

Medical insurance/fees

\$

Education expenses

\$

Other (specify type and value)

\$

Total monthly expenses

\$

10 Liabilities

Loan overdraft limit

\$

Overdraft (current outstanding)

\$

Home mortgage (current outstanding)

\$

Investment loan (current outstanding)

\$

Other loans (current outstanding)

\$

Credit cards limit

\$

Credit cards (current outstanding)

\$

Department store cards limit

\$

Department store cards (current outstanding)

\$

Outstanding taxation (current outstanding)

\$

Other 1 (specify type, limit and current outstanding)

\$

\$

Other 2 (specify type, limit and current outstanding)

\$

\$

Total liability

\$



Please attach current supporting documents.


11 Were any assets sold, disposed of or transferred to an associated person in the past 12 months?

Associated persons include new partners, children, relatives, friends and business partners.

No **Go to next question**

Yes

Please provide details

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12 Have you received or do you expect to receive a lump sum payment this financial year?

Lump sum payments include termination payments from an employer, compensation, insurance or superannuation fund payments.

No **Go to next question**

Yes Please provide details

Date or expected date of payment

DD / MM / YYYY

Amount of payment received or expected

\$



Where required, Child Support legislation allows CSA to verify your information through third parties and other Government Agencies.

13 What is your response to the other parent's claims in their application?

- I accept the other parent's claims
- I do not know if the other parent's claims are correct
- I do not accept the other parent's claims
- Unsure



If you need additional space, attach a separate sheet with details. (This information will be given to the other parent)

If you just want to respond to the other parent's application, go straight to question 15.

If you believe there are further circumstances that need to be taken into account by the Senior Case Officer, you can make a cross application on the following pages.

Cross application

If you make a cross application, the other parent will be asked to respond to your cross application in writing.

The Child Support Legislation provides 10 reasons for making an application to change your assessment in special circumstances. Use the list of reasons provided below and place a tick next to the reason(s) that apply to your circumstances. If you have more than one child support case you must lodge a separate application for each case you want to change.

Further information about the Change of Assessment process and the 10 reasons for applying is available on our website www.csa.gov.au

Reason 1 - The costs of spending time with or communicating with the child(ren) are more than 5% of my adjusted taxable income amount.

To be 'high', your costs must be more than 5% of your adjusted taxable income which is shown on your assessment notice. These costs might include transport, accommodation and phone calls but do not include things such as food, clothing or entertainment. If you care for your child between 52 and 127 nights per year, travel is the only cost that can be taken into account.

example - I have my son for less than 52 nights a year and have high costs for travel and accommodation to enable me to spend time with him.

example - I have my children two nights every weekend and have high costs of travel to enable me to spend time with them.

What you should show us (copies will be sent to the other parent):

- court orders or agreed parenting plans
- receipts for expenses such as airfares, accommodation or petrol
- an estimate of future costs

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Reason 2 - The child(ren) has special needs.

If your child has special needs you might incur out of the ordinary costs in meeting those needs. Only claim actual costs after deducting rebates, refunds or allowances. You cannot claim normal day to day expenses like food, clothing or medical care.

example - There are out of the ordinary medical expenses for the child(ren).

example - There are high costs associated with the child(ren)'s special needs because of a disability.

What you should show us (copies will be sent to the other parent):

- medical certificates or reports about the child's medical condition
- receipts and rebate details
- an estimate of future costs

Reason 3 - There are extra costs in caring for, educating or training the child(ren) in the way both parents intended.

You and the other parent must have intended for your child to be cared for, educated or trained in a particular way.

example - The child(ren)'s education expenses are out of the ordinary because they are attending private school.

What you should show us (copies will be sent to the other parent):

- school application or enrolment documents signed by both parents
- receipts – such as school fees
- other evidence showing both parents' intentions, such as a parenting plan or court order

Reason 4 - The child(ren) has income, an earning capacity, property and/or financial resources.

The financial resource(s) of a child must be sufficient enough to reduce the need for parental support. The child's income cannot include income tested pensions and other Centrelink payments such as Youth Allowance.

example - Your child is working and earning a full time income

What you should show us (copies will be sent to the other parent):

- a payslip for the child
- other evidence showing the income of the child

Reason 5 - I have provided money, goods or property for the benefit of the child(ren).

You can notify the CSA by phone at any time about payments made by you directly to the other parent or any third person for the benefit of your child.

example - I am paying the whole of the mortgage on the house where my child(ren) live until property settlement has occurred.

What you should show us (copies will be sent to the other parent):

- court orders or agreements showing a transfer of money, goods or property
- receipts showing payments made to third parties

Reason 6 - The costs of child care for child(ren) under 12 years of age are more than 5% of my adjusted taxable income amount.

This applies to children of the assessment only. You can only claim the cost for child care after deducting any child care rebate and other assistance or allowance for child care. If you are a non parent carer your net child care costs must be at least 25% of the cost of the child.

What you should show us (copies will be sent to the other parent):

- receipts showing payments made to the child care centre
- child care statements showing rebates or government assistance

Reason 7 - I have out of the ordinary necessary expenses to support myself.

Explain why the expenses are **necessary**. Expenses such as voluntary superannuation contributions or loan payments for a vehicle or boat used for recreational purposes are not considered 'necessary'.

example - I have high personal medical expenses.

What you should show us (copies will be sent to the other parent):

- documents confirming your income, such as payslips
- receipts, such as out of ordinary medical costs

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Reason 8 - The assessment does not correctly reflect either parent's income, property, financial resources or their capacity to earn an income.

You can apply on the basis of your own or the other parent's financial circumstances. **If your income has reduced by more than 15% you may be able to lodge an estimate of income by phoning the CSA first on 131 272.**

example - The income of one parent is significantly higher or lower than that used in the child support assessment.

example - The other parent has significant assets which are not taken into account within the child support assessment.

example - The other parent is deliberately not earning income and this is adversely affecting the child support assessment.

example - The other parent works for themselves and the adjusted taxable income does not reflect what they actually earn.

What you should show us (copies will be sent to the other parent):

- payslips
- profit and loss statement, balance sheet
- documents explaining your change in income, such as medical certificates or financial statements

Reason 9 - I have a legal duty to support another person.

A legal duty generally means you have a court order making you responsible to support someone else.

example - My current spouse is financially dependent on me because they are unable to support themselves due to a medical condition.

What you should show us (copies will be sent to the other parent):

- court orders
- proof of payments made to support that person

Reason 10 - I have a responsibility to support a resident child.

You may have re-partnered and have step children, but this can only be considered where your step child(ren)'s parents are unable to financially support them.

Note: a child is a resident child if the child:

- is aged under 18 years
- is not a member of a couple
- is not your biological child
- lives with you most of the time
- is the child of your partner who has been living with you for 2 continuous years, and
- whose biological parents are unable to support him/her

example - I have a responsibility to support my step child(ren) because my wife is unwell and unable to work and the child's father has passed away.

What you should show us (copies will be sent to the other parent):

- evidence which shows the legal parents' inability to financially support the child

Note: If you are not making a cross application, go to Question 15.

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14 Explain why you think the child support assessment in your case should be changed. Please give details such as, what the out of ordinary costs are, how much they are and whether they are for you, a child included in the assessment or another person. You may be asked to provide documents and other evidence to support your claims which must also be exchanged with the other parent.

Area with horizontal dotted lines for writing a response to question 14.



If you need additional space, attach a separate sheet with details. (This information will be given to the other parent).

15 What change do you think would make the assessment correct?

Increase the annual rate of child support paid to

\$ per year

Decrease the annual rate of child support paid to

\$ per year

Unsure

Important: You should keep a copy of your entire response for your own records.



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Statement

I declare that:

- the information provided is true and correct
- all photocopies are true copies of the original documents

I understand that:

- giving false or misleading information is a serious offence
- a copy of this response (excluding the Confidential Personal Information page) and all supporting documentation will be given to the other parent.

Signed



Dated

DD / MM / YYYY

Note: Under the *Child Support (Assessment) Act 1989* the penalty for deliberately giving false and misleading information is, upon conviction, imprisonment for up to six months.

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.

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 **131 450**. 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 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 konuşmuyorsanız 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.