



Application for child support assessment

Purpose of this form

You can complete this form if you are applying for a child support assessment for the first time or if you are applying to restart a previously ended assessment. You can also complete this form if you want to add another child to an existing assessment.

Use this form if you are the natural or adoptive parent of the child(ren). If you are not a parent of the child(ren), use the 'Application for child support assessment – non-parent carer' form.

What is a child support assessment?

A child support assessment is based on the principle that parents need to meet the costs of raising their child(ren). The assessment takes into account your income, care arrangements, number of children and responsibility for children from other relationships.

Many parents prefer the convenience of managing their child support payments privately. Under a private collection arrangement, CSA will continue to assess the amount of child support payable and the parents manage the transfer of payments privately.

If you have concerns about collecting payments privately, you can ask CSA to collect on your behalf. CSA can assist you with these options. You can also change between these options at a later date.

If the parents were not married you may be required to supply supporting documentation. Please contact CSA on **131 272*** to confirm.


Who is eligible to apply?


Please check if the following eligibility requirements apply to you. You must meet all of these eligibility requirements to be eligible for a child support assessment.

- You and the other parent must have separated on or after 1 October 1989, or one of the children (from the same relationship) must have been born on or after 1 October 1989.
- The person paying the child support must be a resident of Australia or a country with reciprocating jurisdiction[^] on the day the application is made.
- The child(ren) must be under 18, unmarried, and not living in a de facto relationship. They must be Australian citizens or currently or usually living in Australia (or a country with reciprocating jurisdiction[^]).
- The receiving parent and the paying parent must not be living together in a domestic relationship.

Note: Special rules apply when the child(ren) and/or one of the parents are living overseas.

If you are unsure if you are eligible to apply, please phone us on 131 272*.

-  You can complete this form 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 Child Support Agency (CSA), as part of our customer service guarantee.

 This form is available online at www.csa.gov.au

- Tick where applicable. Please write clearly in BLOCK LETTERS.

[^]A list of reciprocating jurisdictions can be found on www.csa.gov.au or call **131 272***.

1 What are your personal details?

Title Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Date of birth

Postal address

Postcode

Home phone

Work phone

Mobile phone

Email

@

Note: These questions are optional, yet the information will help us to continue to improve services to customers of Aboriginal, Torres Strait Islander and South Sea Islander origin.

Are you of Aboriginal origin? No Yes

Are you of Torres Strait Islander origin? No Yes

Are you of South Sea Islander origin? No Yes

2 Have you applied for child support before?

No What is your Tax File Number (TFN)?

 - -

CSA uses your tax information to calculate your child support assessment. You are not breaking the law if you do not give us your Tax File Number. CSA will obtain this information from the Australian Tax Office if you do not provide it.

Yes What is your child support reference number?

 - - -

(as shown on your CSA letters)

3 What is your Centrelink Reference Number? (if available)

 - -

4 What are your income details for the last financial year?

A financial year is from 1 July to 30 June.

Your taxable income for the last financial year

Your reportable fringe benefits for last financial year (if any)

Your total net investment losses for last financial year (if any)

Your target foreign income for last financial year (if any)

Your tax free pensions or benefits for last financial year (if any)

For more information on what income should be included in each of these categories, please contact CSA.

5 What are the other parent's personal details?

Title Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Date of birth

Postal address

Postcode

Home phone

Work phone

Mobile phone

Email

@

6 What are the details of the child(ren) for whom you seek child support?

Child one:

Family name

First given name

Other given names

Date of birth

Sex of child

Male

Female

State or Territory where birth is registered

How much time do you estimate this child will stay with you over the next 12 month period?

The amount of child support you may pay or receive will take into account the period of time the child stays with each parent. You can tell us the percentage of care OR the number of nights.

Specify EITHER percentage OR nights.

%

or

Nights

per

Week

Fortnight

Year

Child two:

Family name

First given name

Other given names

Date of birth

Sex of child

Male

Female

State or Territory where birth is registered

How much time do you estimate this child will stay with you over the next 12 month period?

Specify EITHER percentage OR nights.

%

or

Nights

per

Week

Fortnight

Year

Child three:

Family name

First given name

Other given names

Date of birth

Sex of child Male Female

State or Territory where birth is registered

How much time do you estimate this child will stay with you over the next 12 month period?
Specify EITHER percentage OR nights.

% **or**

Nights per Week Fortnight Year



Please attach a separate sheet if you need to list more than three children.

7 Do you have a court order or an agreement for child support payments?

No

Yes



Please attach a copy of the court order or a court order registered agreement.

8 Do you have a parenting plan or a court order for the care arrangements of your child(ren)?

A parenting plan is a written arrangement between two parents. It specifies parenting arrangements and can include care arrangements.

No

Yes



Please attach a copy of the parenting plan or a court order for care arrangements.

9 Were you and the other parent ever legally married?

No **Go to 11.**

Yes Date of marriage

10 Have you and the other parent divorced?

No **Go to 11.**

Yes Date of divorce

11 Are you and the other parent living together now?

No Separation date

Yes **Go to 13.**

12 Have you and the other parent ever lived together?

No **Go to 13.**

Yes Please show the periods of living together.

 to to to

13 Were any of the children born while you and the other parent were not married?

No

Yes

14 Do you live with, and care for any children from another relationship?

This includes your natural/adopted children or step-children whom you have a legal duty to maintain under a Court Order.

No **Go to 15.**

Yes List any children under the age of 18.

Child one:

Family name

First given name

Other given names

Date of birth

Sex of child Male Female

Child two:

Family name

First given name

Other given names

Date of birth

Sex of child Male Female

Child three:

Family name

First given name

Other given names

Date of birth

Sex of child Male Female



Please attach a separate sheet if you need to list more than three children.

15 How would you like to collect your payments?

Should you be entitled to receive child support payments as a result of the assessment, how would you like to collect your payments?

I will collect my payments privately.
Go to 17.

I am not sure and would like more information.

Please ring CSA on **131 272*** to discuss your options.
Go to 17.

I would like CSA to collect my payments for me.

Payments must be made to a bank, building society or credit union account held in your name. A joint account is acceptable.

Bank/credit union/building society name

Branch name

Branch number (BSB)

Account number

Account name

16 What are the other parent's employment details?

Name of employer (if known)

Phone number of employer (if known)

Address of employer (if known)

17 Statement

I declare that:

- I have read the eligibility requirements on page 1 and that I meet each requirement.
- the information provided in this form is complete and correct.

I understand that:

- giving false or misleading information is a serious offence.

Your signature

Date

Important: Remember CSA cannot accept your child support application without evidence of parentage. Please send your supporting documents with this form or within 14 days of sending this form.

Additional information

Where do I send this form?

GPO Box 9815, Melbourne VIC 3001
Fax: 1300 309 949

International cases:

GPO Box 480, Hobart TAS 7001, Australia
Fax: 1300 113 858

Where can I find 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

What about customer privacy?

The information requested by CSA is needed for child support purposes and is required by child support law. We don't pass your personal information on to the other parent, unless this is required by law or necessary to make a decision that would affect the other parent. 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 Child Support Agency.

***Call charges may apply.**

Are you online?

Sign up to CSAonline: www.csa.gov.au

CSAonline is a convenient way to provide information to CSA and lets you view and update most of your child support information online