



# CENTREPAY DEDUCTION AUTHORITY

Use Centrepay to make regular deductions from your Centrelink payment.  
Centrepay is a voluntary and easy payment option available to Centrelink customers.

## PART A — Your details

Familyname

Your date of birth

 /  / 

Phone number

 (  ) 

Given name(s)

Your Customer Reference Number

 -  -  - 

Students Name

Students Name

## PART B — Service provider's details (MUST be completed to start, change or cancel a deduction)

Service provider's name

Hervey Bay State High School

Service provider's address

PO Box 493

PIALBA QLD 4655

Service provider's Centrepay Reference Number

5 5 5 - 1 0 4 - 1 4 3 - H

Service provider's phone no.

07 - 4194 3777

Reason for deduction: School Fees

## PART C — Type of request (MUST be completed to start, change or cancel a deduction)

- Do you want to:
1. START a new deduction  You must complete PARTs C, D and G
2. CHANGE a current deduction  You must complete PARTs C, E and G
3. CANCEL a current deduction  You must complete PARTs C, F and G

## PART D — to START a new deduction

From which Centrelink payment do you want the deduction to be taken?

e.g. Pension, Newstart Allowance, Family Tax Benefit.

What amount do you want deducted each fortnight?

The minimum amount for most Centrepay deductions is \$15 per fortnight.

If unsure ask your service provider what their minimum deduction amount is.

 \$

Which payment date do you want the deductions to start from?

Your next available payment date

OR A future payment date

 /  / 

Do you want to specify a target amount?

Regular deductions will be made until the total (target) amount is reached or this Centrepay deduction is cancelled.

No

Yes

Target amount

 \$

▶ Now go to PART G

## PART E — to CHANGE your current deduction

CHANGE your current deduction

by providing a start payment date, the amount and the Centrelink payment type.

Start payment date

 /  / 

New deduction amount

 \$

Payment type

Do you want to specify a target amount?

Regular deductions will be made until the total (target) amount is reached or this Centrepay deduction is cancelled.

No

Yes

Target amount

 \$

▶ Now go to PART G

**PART F — to CANCEL your current deduction**

From which payment date do you want the cancellation to take effect?

Your next available payment date

OR A future payment date

**PART G — Authorisation – please read, sign and date the statement (MUST be completed)**

- I authorise the Australian Government Department of Human Services to make a Deduction of \$ ..... for each fortnight from my nominated Centrelink account and pay the amount to Hervey Bay State High School, as I have directed within this form.
- I give permission for Hervey Bay State High School to disclose my information to the Department of Human Services for the purposes of checking my account number, billing number and amount I want to pay, and reconciling my payment Deduction details.
- I also give permission for Hervey Bay State High School to give the Department of Human Services my correct account and billing number if required.

**I understand that:**

- I can change or cancel my Deduction at any time; and further information about Centrepay can be found online at [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay)
- If my deduction has a target amount and the final deduction is set to pay less than \$2, my second last deduction will be increase by up to \$2 to cover the final amount.
- If I stop using the Business but do not stop my Centrepay deduction(s), the business may instruct the Department of Human Services to stop the deduction(s).

Your signature

Date

**IMPORTANT INFORMATION**

The Department of Education is collecting your personal information on this form for the purposes of confirming your consent to set up Centrepay arrangements for certain school fees (resources scheme, excursions etc.) or fees and charges pertaining to debts owing to the department. This form will be submitted to Centrelink centrepay as evidence of your consent for this arrangement and will allow your nominated school or business unit, on your behalf, to set up centrepay deductions, vary deductions or cancel deductions under the directions set out in the Centrelink centrepay procedural guide for businesses. We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. If you have any concerns about the use and disclosure of your personal information on this form please contact the relevant school or business unit in the first instance.