

Services
Australia**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

Given name(s)

Your date of birth

 / /

Phone number

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Your Customer Reference Number

 - - -

Student #1 Name

Student #2 Name

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

Service provider's name

Service provider's Centrepay Reference Number

 - - -

Service provider's address

Service provider's phone no.

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

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

- I authorise Services Australia 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 Services Australia 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 Services Australia 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 servicesaustralia.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 Services Australia 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.