

CentrePAY Deduction Authority form

CentrePAY is a voluntary bill-paying service which is free for CentrePAY Customers. You can use CentrePAY to arrange regular deductions from your Centrelink payment(s).

You can use CentrePAY to pay your school fees. The quickest way to start, change, suspend or cancel a deduction at any time is through your Centrelink online account. If you cannot access your account you can use this form.

To set up or change a deduction you can:

- Use your Centrelink online account via myGov
- Complete this form and return it to us: accounts@woodcrestsc.eq.edu.au

Note: If starting a new deduction please return the Student Resource Scheme - Participation Agreement form.

To find out more information, go online at humanservices.gov/centrePAY and/or woodcrestsc.eq.edu.au

Please use black or blue pen when completing this form

Note: Do not attach any invoices or statements to this form.

Part A - Your details

Family name

Given name(s)

Your date of birth

Phone number

Your Centrelink Reference Number

Part B - Student details

List all students you would like to include in this plan
Student name and current year level (e.g. John Smith, Yr 7)

Part C - Type of Request

If you want to:

1. Start

a new deduction You must complete **parts D,E and H**

2. Change

a current deduction You must complete **parts D,F and H**

3. Cancel

a current deduction You must complete **parts D,G and H**

Part D - Business details

Business name

Woodcrest State College

Address

38 Nev Smith Drive

Springfield

Postcode 4300

Centrelink Reference Number

5 | 5 | 5

0 | 7 | 8

3 | 7 | 7

S

Reason for deduction (School fees i.e. Student Resource Scheme, User Pays Subject Specific Fees)

Part E - to START a new deduction

From which payment do you want the deduction to be taken (e.g. Age Pension, Newstart Allowance, Family tax Benefit or Parental Leave Pay)?

What amount do you want deducted?

The minimum amount for most deductions is \$10 per fortnight. Please check to find out what amount you should be paying.

Each fortnight

OR

One payment only

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

Your next available payment date

OR

A future payment date
(up to 8 weeks in advance)

Do you want to specify a target amount or end date?

Your deduction will stop if it is cancelled or if you reach a target amount or end date.

No, just continue until cancelled

OR

Yes, stop at target amount

OR

Yes, stop at end date

Target amount

\$

End date

/ /

Note: A target amount or an end date can be nominated but not both. If a target amount has been nominated

GO to PART H

Part F - to CHANGE your current deduction

CHANGE your current deduction PERMANENTLY

New deduction amount

Start date for the change

\$ each fortnight

/ /

Centrelink payment type (e.g. Age Pension, Newstart Allowance, Family tax Benefit or Parental Leave Pay)

Do you want to change your target amount or end date?

Your deduction will stop if it is cancelled or if you reach a target amount or end date.

No, just continue until cancelled

OR

Yes, stop at target amount

OR

Yes, stop at end date

Target amount

\$

End date

/ /

Note: A target amount or an end date can be nominated but not both. If a target amount has been nominated

GO to PART H

Part G - to CANCEL your current deduction

Note: You are about to **CANCEL** your Centrepay deduction. If you would like to start this deduction again in the future, a new authority form will need to be submitted.

From what date do you want the deductions to stop?

Your next available payment date OR A future payment date

/ /

Part H - Authorisation - Please read, sign and date the statement (must be completed)

I authorise the Australian Government Department of Human Services to make the deduction and pay the amount to Woodcrest State College as I have directed.

I give permission for:

- Woodcrest State College to provide my correct account or billing number to the Department of Human Services if required.
- Woodcrest State College to cancel my Centrepay deduction

I understand that:

- It is my choice to have this amount deducted from my Centrelink payment(s), and I can change my Centrepay deduction at any time.
- If I cancel my Centrepay deduction, I am removing my consent for Woodcrest State College to take further deductions from my payment(s).
- If I cancel the enrolment of my students at Woodcrest State College but do not stop my Centrepay deduction, Woodcrest State College may instruct the Department of Human Services to stop the deduction.
- If I cancel the enrolment of my students at Woodcrest State College, I may also need to advise the Department of Human Services to stop my deduction.
- If I have a current Centrepay deduction and I lodge a new authority form, then the existing deduction will not carry over to the new claim.
- If my deduction has a target amount and the final deduction is set to pay less than \$2, my second last deduction will be increased by up to \$2 to cover the final amount.

Your signature



Date

/ /

IMPORTANT INFORMATION

Privacy and your personal information

Your personal information is protected by law, including the privacy Act 1988, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim. Your information may be used by the department or given to other parties for the purpose of research, investigation or where you have agreed or it is required or authorised by law. You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy, at humanservices.gov.au/privacy or by requesting a copy from the department.