

centrelink

When to use this form



Use this form to tell us about your living arrangements so we can assess your correct entitlement to payment at either the single or partnered rate. This may be for future entitlements, payments received in the past or assessing entitlements for past periods, for example, family assistance.

We may need you to fill in this form even if you do not share your accommodation with someone. This is so we can pay you the right amount for your situation.

We generally require a completed form from both yourself and the third party identified in this form for an assessment to be completed.

Do not use this form if you have a partner. Complete a **Partner details (MOD P)** form instead. If you do not have this form, go to servicessaustralia.gov.au/forms

How do we assess your relationship?

We will assess your relationship based on the following 5 factors:

- financial arrangements
- nature of the household
- social aspects of the relationship
- presence or absence of sexual relationship
- nature of commitment.

Relationships and safety concerns

If you need to tell us about a change in your living arrangements or relationship and you are concerned about your safety, there may be help we can provide. We can support you if you are in, have left, or are preparing to leave a family and domestic violence situation.

For more information, go to servicessaustralia.gov.au/domesticviolence

Family Tax Benefit

If you receive Family Tax Benefit Part A and separate, to get more than the base rate you will need to take reasonable steps to obtain child support from the other parent. To make an application for child support online, go to servicessaustralia.gov.au/ccsandftba

If you separate and will share care of the children or the number of children in your care has changed, you will need to complete and return a **Details of your child's care arrangement (FA012)** form. If you do not have this form, go to servicessaustralia.gov.au/forms

If you cannot answer the questions

It is important that you answer all the questions and give as much detail as you can. If you are not able to give any of the information asked for, say so on the form. There are penalties for giving false or misleading information.

Online services



You can access your Centrelink online account through myGov. myGov is a secure way to access a range of government services online with one username and password. You can create a myGov account at my.gov.au and link it to your Centrelink online account.

Having a partner

You have a partner if we consider you a member of a couple. We consider you a member of a couple if you are either:

- married
- in a registered relationship, or
- in a de facto relationship.

A registered relationship is where your relationship is registered under a law of a state or territory. A de facto relationship is where you and your partner are in a relationship similar to a married couple but are not married or in a registered relationship.

We may still consider you a member of a couple if you are not physically living with your partner. For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

For more information, go to servicesaustralia.gov.au/moc

Important information

Return this form and any supporting documents to us **within 14 days** so we can assess your correct entitlements. If you cannot do this **within 14 days**, you must contact us at the earliest possible date to discuss.

If you are making a claim, you must return this form and all supporting documents at the same time you lodge your claim. If you do not return all documents, your claim may not be accepted. The only exception will be if you are waiting for medical evidence or other documents from a third party.

For more information

Go to servicesaustralia.gov.au/moc or visit one of our service centres.

Call us on:

ABSTUDY	1800 132 317
Disability and Carers	132 717
Employment Services	132 850
Families	136 150
Older Australians	132 300
Youth and Students	132 490

We can translate documents you need for your claim or payment for free.

To speak to us in your language, call **131 202**.

Call charges may apply.

If you have a hearing or speech impairment, you can contact the TTY service Freecall™ **1800 810 586**. A TTY phone is required to use this service.



Section 1 – your details and relationship with another person

Filling in this form

You can fill and sign this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and sign it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this **Go to 1** skip to the question number shown.

Your details

1 Your Customer Reference Number (if known)

Your family name

Your first given name

Your second given name

Your date of birth

2 Has your phone number changed since you last told us?

No **Go to next question**

Yes Your contact phone number

3 Your permanent address

Postcode

Your relationship with another person

4 **Read** this before answering the following questions.

We may decide you are a member of a couple based on an assessment of your relationship or living arrangements. This could be someone you live with or someone who lives separately to you. This could also be your ex-partner.

Where the words 'other person' or 'ex-partner' appear in this form, they refer to the person you name below.

Other person's Customer Reference Number (if known)

Other person's family name

Other person's first given name

Other person's second given name

Other person's date of birth

5 Other person's contact phone number




6 Read this before answering the following questions.

Two people not physically living together can still be considered a member of a couple, for example, one member may fly-in-fly-out or live away for work, like military or oil rig workers.

How do you describe your relationship with the other person?

Friend/Housemate Go to next question

Boyfriend/Girlfriend Go to next question

Married, registered or de facto  Do not complete this form. You will need to complete and return a **Partner details (MOD P)** form. If you do not have this form, go to servicesaustralia.gov.au/forms

Other Give details below

How do you describe your relationship with the other person?

7 Does the property where you live have separate self-contained residences, such as a granny flat, caravan or converted garage?

No Go to next question

Yes Who lives in the self-contained area?

Tick all that apply

I do Go to 38

Other person Go to 38

Third party Give details below

8 Is the other person the partner of anyone else, whether living in the same household or not?

No Go to next question

Yes Go to 38

Section 2 – living arrangements

Financial arrangements

- 9 Do you or the other person own the home you currently live in (including paying it off)?

No **Go to 12**

Yes Give details below

Tick one only

We own the home together **Go to next question**

I own the home on my own **Go to 13**

I, or we, own the home with another person **Go to 13**

The other person owns the home **Go to 12**

- 10 Is your home still being paid off?

No **Go to next question**

Yes Give details below

What are the total mortgage repayments?

\$ per month

How much of this do **you** pay?

\$ per month



Provide your latest loan account statement.

- 11 Has the home been listed for sale?

No **Go to next question**

Not yet but **Go to next question**
plan to list

Yes Give details below

Tick one only

Property settlement **Go to next question**
proceedings have not begun

Property settlement Give details below
proceedings have begun.

.....

.....

.....

If you need more space, provide a separate sheet with details.

- 12 Do you pay rent or board and/or lodgings at the place where you currently live?

No Give details about why you do not pay for your accommodation.

.....

.....

.....

.....

Yes Give details below

Tick one only

Accommodation expenses are split **Go to next question**
equally amongst all residents

Accommodation expenses are not Give details below
split equally amongst all residents.

.....

.....

.....

If you need more space, provide a separate sheet with details.

- 13 Do you share any other **real estate assets** jointly with the other person, such as investment properties, business properties, caravan sites or moorings?

No **Go to next question**

Yes Give details below

Tick all that apply

Investment properties

Business properties

Caravan sites

Moorings

Other Give details below

.....

.....

.....

Do you plan to sell or alter these joint assets?

No Give details below

.....

.....

.....


Yes **Go to next question**

If you need more space, provide a separate sheet with details.

14 Do you and the other person have any joint accounts (including bank, credit and store cards)?

No Go to next question

Yes Give details below

 Provide a copy of the latest statement(s) of your current joint account(s).

Name of financial institution the account is held with

Type of account

What is the purpose of the joint account?

Tick all that apply

Shared rent and/or utilities only

Joint savings account

Joint mortgage

Joint credit card(s)

Other Give details below

Do you plan to separate this account?

No Go to next question

Yes Give details below

If you need more space, provide a separate sheet with details.

15 Do you and the other person have access to any of the other's account(s) (including bank, credit and store cards)?

No Go to next question

Yes Give details below

Tick all that apply

I have access to the other person's account(s)

The other person has access to my account(s)

Why do you and/or the other person have access to their or your account(s)?

If you need more space, provide a separate sheet with details.

16 Do you and the other person have any outstanding joint debts on credit cards, hire purchase, store accounts or personal loans?

No Go to next question

Yes Give details below

Describe the debt type

Date when debt occurred

Arrangement(s) for repaying this debt

What are the arrangements for separating the debt?

If you need more space, provide a separate sheet with details.

17 Have you and the other person purchased any of the following items together?

No Go to next question

Yes Give details below

Tick all that apply

Date purchased

Car

Caravan

Furniture

Household appliances

Electrical items

Other (Give details)

Why did you purchase this/these items jointly?

What are the arrangements for the jointly owned household goods should either of you move out?

If you need more space, provide a separate sheet with details.

18 Give information about the payment of the following household expenses.

Phone/Internet:

Do you share the payment of either a land line, internet or mobile phone with the other person?

No Go to next question

Yes What is the arrangement for sharing the payment?

Electricity:

Do you share the payment with the other person?

No Who pays it?

Yes What is the arrangement for sharing the payment?

Gas:

Do you share the payment with the other person?

No Who pays it?


Yes What is the arrangement for sharing the payment?

Food:

Do you share the food or shopping expenses with the other person?

No Who pays it?

Yes What are the arrangements for sharing this expense?

 Provide a copy of each of the most recent Phone/Internet, Electricity and Gas bill.

19 Do you and the other person jointly own any of the following insurance policies?

Do not have these policies Go to next question

No Go to next question

Yes Give details below

Tick all that apply

Private medical

House and/or contents insurance

Vehicle insurance

Other policies Give details below

Why do you share the insurance policies?

Do you plan to cancel or alter this/these joint insurance policies?

No Give details on why you do not plan to cancel or alter the joint insurance policies

Yes Go to next question

20 Is the other person nominated as a beneficiary under your will, superannuation or life insurance?

Do not have Go to next question these policies

No Go to next question

Yes Give details below

Tick all that apply

Will

Superannuation

Life Insurance

Do you plan to cancel or alter your beneficiary?

No Give details on why you do not plan to cancel or alter your beneficiary

Yes Go to next question

Nature of the household

21 Do you and the other person share a bedroom?

No **Go to next question**

Yes Give details on why you share a bedroom.

22 Who does the following household tasks?

Cleaning

Tick all that apply

I do

Other person

We both do

Third party Give details below

Washing

Tick all that apply

I do

Other person

We both do

Third party Give details below

Gardening

Tick all that apply

I do

Other person

We both do

Third party Give details below

General maintenance

Tick all that apply

I do

Other person

We both do

Third party Give details below

23 Are there children regularly living or staying at your address?

No **Go to 25**

Yes Give details below

Do you and the other person **both** look after the children?

No **Go to next question**

Yes What are the current care arrangements for the children?

24 Have you and the other person discussed or made any child support arrangements?

No Why have you not made any child support arrangements?

Go to 25

Yes What are the arrangements?

Private Collect

Child Support Collect

Social aspects

25 Do relatives, friends or regular associates (including social media contacts) consider you and the other person to be partnered?

For example, are you and the other person invited out as a couple.

No Go to next question

Yes Why? Give details below

26 Since your separation, have you ever claimed that you and the other person were a member of a couple to any businesses or government agencies?

For example, Medicare, Australian Taxation Office, Financial Institution.

No Go to next question

Yes Give details explaining why, including the dates

27 Do you share social and leisure activities with the other person?

For example, sporting events, family occasions, movies, holidays or other activities.

No Go to next question

Yes What sort of activity and how often?

Sporting events

Weekly

Monthly

Other Give details below

Family occasions

Weekly

Monthly

Other Give details below

Movies

Weekly

Monthly

Other Give details below

Holidays Give details below

Other activities Give details below

Sexual relationship

28 Read this before answering the following questions.

We need to ask the following questions under social security law as one of the considerations for assessing your relationship status. If these questions cause you distress or you are affected by family and domestic violence, you may wish to speak to a social worker. You can call us on **132 850** or visit one of our service centres and ask to speak to a social worker.

For more information on how we assess your relationship, see **Notes** page 1.

Do you currently have a sexual relationship with the other person?

No

Yes

Nature of commitment

29 How long do you intend to share accommodation with the other person and why?

Tick one only

Less than 13 weeks

Less than 6 months

Less than 12 months

More than 12 months

Give details on why you intend to share accommodation with the other person for this long

30 If the other person is employed, are you listed as the emergency contact at their work?

Not applicable

No

Yes Give details of why you are listed as the emergency contact

31 Do you and the other person provide care or practical support/help each other for any of the following circumstances?

Illness

No

Yes Give details below

Personal crisis

No

Yes Give details below

Money matters

No

Yes Give details below

Family disputes

No

Yes Give details below

Child schooling events

No

Yes Give details below

32 Do you think that you and your ex-partner will get back together?

No Go to next question

Yes When will you get back together?

Within 14 days Go to next question

Within 3 months Go to next question

Within 6 months Go to next question

Other Give details below

33 Since separating, how has your relationship changed and how does it differ to that of a married, registered or de facto couple?

Tell us, in your view, why you believe the relationship exists or no longer exists.

34 Have you applied to legally terminate your relationship?

Not applicable Go to next question

No Explain why not

Yes Give details of the action taken and the date the application was made

35 Is there anything else you would like to tell us about your current circumstances that has not already been covered?

No Go to next question

Yes Give details below

36 Are there any other things that you are not able to write down that you would like to talk about in a phone interview?

No Go to next question

Yes Give details below

What is the best phone number to call you on?

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What is the best time to call you?

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Section 3 – privacy notice and declaration

Checklist

37 Which of the following documents are you providing with this form?

Your latest loan account statement (if you answered Yes at question 10)	<input type="checkbox"/>
Copy of latest statement(s) of your current joint account(s) (if you answered Yes at question 14)	<input type="checkbox"/>
Copy of most recent bills (if required at question 18)	<input type="checkbox"/>

Privacy notice and Declaration

38 You will need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We need to collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

Declaration

39 I declare that:

- the information I have provided in **all relevant sections** in this form is complete and correct.

I understand that:

- if submitting this document as part of a claim, the claim may not be accepted unless supporting documents are lodged at the same time as the claim. The only exception will be if I am waiting for medical evidence or other documents from a third party.
- Centrelink can make relevant enquiries to make sure that correct entitlements are received.
- if I am receiving a payment or benefit from Centrelink, I must notify Centrelink of any change(s) to this information **within 14 days** of the change(s) occurring.
- giving false or misleading information is a serious offence.

Your signature



Date

/ /

Next Steps

Check that you have done the following:

- answered all the questions that you need to
- provided all requested information and any additional required forms
- signed and dated this form.

Returning this form

Return this form and any supporting documents:

- online** using your Centrelink online account. For more information, go to servicesaustralia.gov.au/centrelinkuploaddocs
- by post to
Centrelink
PO Box 7802
CANBERRA BC ACT 2610
- in person at one of our service centres, if you are not able to use your Centrelink online account.