

# Centrepay Deductions

Centrepay is a free direct bill paying service available to customers who receive a Centrelink payment.



CAROLINE  
CHISHOLM  
CATHOLIC COLLEGE

## PART A - Your Details

Family name

Given name(s)

Date of Birth

Phone number

Your Customer Reference Number

## PART B - Type of request

(For more than one deduction a separate form needs to be completed)

Do you want to:

- 1. START** You must complete PARTs C, D and G a new deduction
- 2. CHANGE** You must complete PARTs C, E and G a current deduction
- 3. CANCEL** You must complete PARTs C, F and G a current deduction

## PART C - Service provider's details

(MUST be completed to start, change or cancel a deduction)

Service provider:

Caroline Chisholm Catholic College  
204 Churchill Avenue, Braybrook VIC 3019  
(03) 9298 5311

Service Provider's Centrepay Reference Number:

Your school fees **account number**

for the payment of school fees.

## PART D - to START a new deduction

From which payment do you want the deduction to be taken (e.g. 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.

You should check with your service provider to find out what amount you should be paying.

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

Your next available  **OR** A future payment date payment date

**Do you want to specify a target amount?**

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

No

Yes  Target amount

▶ Go to **Part G**

## PART E - to CHANGE your current deduction

**CHANGE your current deduction permanently** by providing a start payment date, the amount and the Centrelink payment type.

Start payment date

New deduction amount

Payment type

## PART E - Continued

### CHANGE your current TARGET AMOUNT for deductions

We will send you a letter to let you know your target amount has been reached or less than \$2 remains and your deductions will stop.

New target amount \$

### Do you want to change your deduction amount?

No

Yes  New deduction amount

\$

▶ 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  OR A future payment date  
payment date

## PART G - Authorisation – read, sign and date the statement (MUST be completed)

I authorise the Australian Government Department of Human Services to make the nominated deduction and pay the amount to the service provider (or as they direct).

### I give permission for:

- the information provided on this form to be given by Human Services to the service provider (or their agent).
- the service provider I have nominated on this form to provide my correct account or billing number to Human Services if required.

### I understand that:

- 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.
- if I have a current Centrepay deduction and I lodge a new claim, that the existing deduction(s) will not be carried over to the new payment.
- if I have a current Centrepay deduction and I transfer to another eligible Centrelink payment in the future that my deductions will continue.
- it is my choice to have this amount deducted from my Centrelink payments, and I can change my Centrepay deduction at any time.
- if I stop using the service provider but do not stop my Centrepay deduction, the service provider may instruct Human Services to stop the deduction.
- if I change service providers, I may also need to advise Human Services to stop my previous deduction.
- when a payment has been made to a service provider after my deduction authority has been cancelled or suspended, Human Services may be able to assist me to recover the Centrepay deduction.

### 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.

You can get more information about the way in which the Department of Human Services will manage your personal information, including their privacy policy at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy) or by requesting a copy from the department.

Caroline Chisholm Catholic College's Privacy Policy can be viewed at [www.cccc.vic.edu.au](http://www.cccc.vic.edu.au)