



Petrie State Primary School

Developing talents; reaching goals

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Dear Parent / Caregiver

Our current payment options are as follows:

BPoint	Details are on the bottom of each invoice that is sent home – including web address, CRN and invoice number.
Centrepay Deduction	Centrepay is a free voluntary bill paying service. Please see below for details. Authorisation forms can be collected from the school office.
Direct Deposit	BSB: 064-164 Account: 00090557 Acc. Name: Petrie State School General Account Bank: Commonwealth Bank of Australia Reference: EQ Id number and invoice number (987654321Z / 16975) OR Student name and invoice number (J.Citizen / 16975)
Cash, Cheque, EFTPOS	Cashier Window is open every day (except Wednesday) between 8.00 and 9.00am

CENTREPAY

Centrepay is a free voluntary bill paying service. Deductions come from your Centrelink payments and can be used to pay many types of bills, such as child care, electricity bills or rent. More information at <https://www.humanservices.gov.au/customer/services/centrelink/centrepay>

Controlling your deductions

You can start, change or cancel deductions at any time, to meet your needs.

There are several features to help you to control your Centrepay deductions:

- setting a target amount so deductions automatically stop when the target amount is reached*
- setting an end date so deductions automatically stop at a date in the future - you can set an end date up to 12 months in the future*
- changing deduction amounts for a temporary period up to a maximum of 13 weeks from a future Centrelink payday. At the end of the temporary period, the deduction amount will automatically change back to the original amount*
- choosing the order in which your bills get paid so they are paid in the order that is important to you*
- changing deduction amounts permanently from a future Centrelink payment – this has helped customers with their bills if they increase*
- suspending deduction amounts for up to 13 weeks, after this, your deductions restart with the original deduction amount. For example, if you have \$50 per fortnight deducted to pay child care fees but choose to suspend or pause the deduction for 6 weeks when your child isn't in care, it will then begin again after 6 weeks*

Thank you for your assistance.

Jody Lawton
Business Services Manager



centrelink

Centrepay is a free direct bill paying service available to customers who receive an Australian Government Department of Human Services Centrelink payment, family assistance payment or Parental Leave Pay.

Note: If you use this form for family assistance lump sum payments or Parental Leave Pay provided by us, you MUST lodge this form with your completed claim OR before your family assistance lump sum payment has been made.

To arrange your deduction, choose one of the following options:

- go online humanservices.gov.au/centrepay to register and to find out more information.
- call us on your usual payment number:

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

Note: Call charges apply – calls from mobile phones may be charged at a higher rate.

To speak to us in languages other than English, call 131 202.

- fax the completed form to 1300 766 412.
- lodge your form online. To access online services or to find out how to register, go to humanservices.gov.au/submitdocumentsonline
- complete this form and return it to us in the reply paid envelope provided or post to:

Department of Human Services
Centrepay Services
Reply Paid 7813
CANBERRA BC ACT 2610

This form **cannot** be used for:

- government housing authority deductions. Contact your local housing authority to start deductions,
- court fine deductions (except Tasmania). Contact the relevant Court Administration Office to start a new deduction, and
- employer provided Parental Leave Pay.

Please use black or blue pen.

Note: Do not attach any bills to this Centrepay form.

PART A — Your details

Family name

Given name(s)

Your date of birth

Phone number

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 ()

Your Centrelink Reference Number

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PART B — Type of request

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

If you want to:

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

PART C — Service provider's details

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

Service provider's name

PETRIE STATE SCHOOL

Service provider's address

42 DAYBORO ROAD

PETRIE QLD

Postcode

4502

Service provider's phone number

(07) 3285 0333

Service provider's Centrepay Reference Number

Note: You will need to get the Centrepay Reference Number from the service provider you are making payments to. This number always starts with 555.

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Your account number with the service provider

Reason for payment (e.g. gas, electricity, water, private rent)

EDUCATIONAL 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.

\$

One off payment Fortnightly

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 deduction is cancelled.

No

Yes Target amount

\$

Go to PART G



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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

Change your current deduction temporarily by also providing an end payment date. Your deduction will revert back to your regular amount after the end payment date nominated has been reached.

Note: The temporary period you specify can only be for a **maximum of 13 weeks**.

End payment date
/ /

SUSPEND your current deduction temporarily

You have the option to suspend your regular deduction for a temporary period. Your deduction will restart after the end payment date nominated has been reached.

Note: The period you specify can only be for a **maximum of 13 weeks**.

Start payment date End payment date
/ / / /

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

Note: You are about to cancel your Centrepay deduction. Make sure you have other arrangements in place if required. If you would like to start this deduction again in the future, a new Centrepay request will need to be submitted.

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 – 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 I have 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 Centrelink 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.
- if my deduction is for rent, any updates I make to my Centrepay deduction for rent will not automatically update my rent assistance. I will need to contact Human Services and update this separately.

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 purposes 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.