

**centrelink**

## When to use this form

Use this form to tell us of a substantial decrease or increase in your parental income when claiming or receiving the Additional Boarding Allowance.

## Important information

Return this form and any supporting documents to us **within 14 days** so we can process your application or claim. If you cannot do this **within 14 days**, you must contact us at the earliest possible date to make an arrangement.

## CURRENT tax year assessment



A CURRENT tax year assessment allows the income test to be based on your income for the CURRENT tax year if your income has decreased or increased substantially from your BASE tax year income.

The BASE tax year is the financial year ending before 1 January of the year of study.

The CURRENT tax year is the financial year ending during the year of study.

### Decrease in income

The concession applies if the income is reduced for at least 2 years because of:

- permanent invalidity or retirement
- natural disasters such as drought, bushfire or other circumstances beyond your control
- unemployment for an extended period or retrenchment
- death of your partner
- you and your partner have separated
- any other circumstances causing hardship.

Seasonal falls where income normally fluctuates, are **not** a reason for a CURRENT tax year assessment unless the reduction is likely to last for at least 2 years, for example, in the case of primary producers.

### Increase in income

Where your income for the CURRENT tax year has increased substantially from the BASE tax year income, the income test is based on the CURRENT tax year.

This applies if the income has increased, or will increase, by more than 25% (and is, or will be, more than 25% higher than the Parental Income Free Area). Any necessary reassessment will only affect the Additional Boarding Allowance entitlement from 1 October.

## Loss of your partner

Where your partner has died or you and your partner have separated, the Parental Income Test may only be applied to your BASE tax year income. This assessment applies from 1 January of the year of study or from the date of death or separation, whichever is later. You can call us and request that your Additional Boarding Allowance be reassessed using only your BASE tax year income.

You do **not** need to complete this form unless you, as the remaining parent, have suffered a substantial decrease in income and you want your CURRENT tax year income to be used to assess your eligibility for Additional Boarding Allowance.

## For more information

Go to [servicessaustralia.gov.au/isolatedchildren](https://servicessaustralia.gov.au/isolatedchildren) or visit one of our service centres.

Call us on **132 318**.



### Information in your language

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

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

Call charges may apply.



### Hearing and speech assistance

If you have a hearing or speech impairment, you can use:

- the National Relay Service **1800 555 660**, or
- our TTY service on **1800 810 586**. You need a TTY phone to use this service.

For more information about help with communication, go to [servicessaustralia.gov.au](https://servicessaustralia.gov.au) and search 'other support and advice'.

**Keep the Notes (pages 1 and 2) for your information.**

## Warning on estimating income

Where there has been a reduction in income, you must provide an estimate of expected parental income between 1 July and 30 June of the CURRENT tax year, even if the amount is below the tax threshold.

If there is expected to be an increase of more than 25% in your taxable income, maintenance payments paid and other income for the CURRENT tax year compared to the income for the BASE tax year, you must provide an estimate of expected taxable income, any maintenance payments paid and other income received between 1 July and 30 June of the CURRENT tax year, even if the amount is below the tax threshold.

Maintenance payments paid out for any dependent children are deducted from the combined parental income for the Parental Income Test.

All estimates are checked with the Australian Taxation Office (ATO). If the income estimate is different to the actual income provided by the ATO, your AIC eligibility will be reassessed.

We will check your income with the ATO after the end of the tax year. We may also ask you to provide proof of your actual income at this time.

If you under estimate your income, it may result in a debt of AIC which will have to be paid back. If you are not sure, it is better to over estimate. If you over estimate your income a top up payment will be made after your income has been checked.

Towards the end of the tax year, you should check your (and/or your partner's) actual income against the estimates given to us (it is a good idea to keep a copy of this form). If the amounts are different, you should call us immediately.

## Definitions

### Fringe benefits period

The assessable income period for fringe benefits is not the same as the normal tax year. It is the period 1 April to 31 March starting in the year before the year of study for which you are claiming and/or the period 1 April to 31 March starting in the study year for which you are claiming.

### Reportable fringe benefits

Reportable fringe benefits are provided by your employer and are counted as part of your income. Reportable fringe benefits are non-cash benefits received (or assigned to someone else) from your employment.

Examples of reportable fringe benefits provided by employers include:

- helping pay rent or a home loan
- providing a home phone
- providing a car
- paying child(ren)'s school fees
- paying health insurance premiums
- paying child care expenses.

An employer's contribution to a complying superannuation fund is not a fringe benefit.

The value of any reportable fringe benefits will be shown on your payment summary for the financial year ending 30 June. You can ask your employer to tell you the amount that is expected to be shown on your payment summary.

### Exempt reportable fringe benefits

Exempt reportable fringe benefits are any reportable fringe benefits received from a not for profit organisation which is eligible for a fringe benefits tax exemption under section 57A of the *Fringe Benefits Tax Assessment Act 1986*. You should check with your employer's payroll area if you are not sure if you receive exempt reportable fringe benefits.

### Other reportable fringe benefits

Any reportable fringe benefits received from all other employers that are not eligible for a fringe benefits tax exemption.

### Tax free pensions and benefits

Tax free pensions and benefits are certain non-taxable pensions or benefits received in the relevant tax year from us, the Department of Veterans' Affairs or the Military Rehabilitation and Compensation Commission. It includes Disability Support Pension, Carer Payment and similar pensions or benefits. It does not include Family Tax Benefit, Child Care Subsidy, Carer Allowance or Mobility Allowance.

**centrelink**

**Filling in this form**

You can complete this form on your computer using Adobe Acrobat Reader, and some browsers, or you can print 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.

**1** Your Customer Reference Number (if known)

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**2** Your name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

**3** Your date of birth (DD MM YYYY)

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**4** Additional Boarding Allowance student details you are applying for

**1** Student's name

Date of birth (DD MM YYYY)

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**2** Student's name

Date of birth (DD MM YYYY)

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**3** Student's name

Date of birth (DD MM YYYY)

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If there are more than 3 students, provide a separate sheet with details.

**5** Has your combined or total family income in the CURRENT tax year decreased or increased from the combined or family income in the BASE tax year?

Decreased  **Go to next question**

Increased  **Go to 14**

**6** The person(s) with a decrease in income

**Tick all that apply**

You

Your partner  **Give details below**

Your partner's name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

Your partner's date of birth (DD MM YYYY)

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**7** When did the income decrease?

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 (DD MM YYYY)

**8** How long do you think the decrease in income will last?

**Tick one only**

Less than 2 years

More than 2 years



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9 Which of the following best describes the reason for the decrease in income.

Tick one only

Retirement  Go to next question

Permanent invalidity  Go to next question


Retrenchment  Go to next question

Unemployment  Go to next question

Loss of your partner (separated, divorced, widowed)  Go to 14

Natural disasters  Go to 14

Other

 Provide a separate sheet with a full description of circumstances.  
▶ Go to 14

10 What date did you (and/or your partner) last work?

You		
<input type="text"/>	<input type="text"/>	<input type="text"/>
		(DD MM YYYY)

Your partner		
<input type="text"/>	<input type="text"/>	<input type="text"/>
		(DD MM YYYY)

11 Did you (and/or your partner) receive a lump sum payment when you (and/or your partner) stopped working?

No  Go to 14

Yes  Go to next question

12 How many weeks and/or days were paid as annual leave?

You	
<input type="text"/> week(s)	<input type="text"/> day(s)

Your partner	
<input type="text"/> week(s)	<input type="text"/> day(s)

13 How many weeks and/or days were paid as long service leave?

You	
<input type="text"/> week(s)	<input type="text"/> day(s)

Your partner	
<input type="text"/> week(s)	<input type="text"/> day(s)

14 Read this before answering the following question.

All boxes in question 14 **must** be completed.

If you (and/or you partner) **will not** receive income from any of the following sources, write 'Nil' in the appropriate boxes.

The CURRENT tax year for an AIC payment is the financial year ending during the year of study.

**Include:**

- estimated taxable income from all sources in Australia
- all income earned outside Australia.

When estimating 'taxable income', include the taxable amount of any lump sum payments you received or expect to receive on the termination of employment, such as severance, superannuation and payments in lieu of long service leave, and taxable withdrawals from superannuation, roll-over and similar funds.

What is your (and/or your partner's) estimated income for the current tax year?

You	Your partner
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A Australian taxable income even if below the threshold

\$ <input type="text"/>	\$ <input type="text"/>
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B All income from outside Australia received in that country's current financial year

\$ <input type="text"/>	\$ <input type="text"/>
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Type of currency

<input type="text"/>	<input type="text"/>
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C Net investment losses

**Include** losses on investments and/or shares and rental properties, that is, negative gearing

\$ <input type="text"/>	\$ <input type="text"/>
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D Reportable superannuation contributions paid by you (and/or your partner) or on your (or your partner's) behalf, for example, voluntary salary sacrificed amounts

\$ <input type="text"/>	\$ <input type="text"/>
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E All child support and partner maintenance payments you (and/or your partner) paid out

\$ <input type="text"/>	\$ <input type="text"/>
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F Exempt reportable fringe benefits

\$ <input type="text"/>	\$ <input type="text"/>
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G Other reportable fringe benefits

\$ <input type="text"/>	\$ <input type="text"/>
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H Tax free pensions and benefits

\$ <input type="text"/>	\$ <input type="text"/>
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## Privacy notice

### 15 You 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 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/privacypolicy](https://servicesaustralia.gov.au/privacypolicy)

## Declaration

### 16 I declare that:

- the information I have provided in this form is complete and correct.

#### I understand that:

- I must notify Services Australia of any changes in my circumstances **within 14 days** of the change(s) occurring.
- Services Australia can make relevant enquiries to make sure I receive the correct entitlement.
- giving false or misleading information is a serious offence.

I have read, understood and agree to the above.

Date (DD MM YYYY) (you **must** date this declaration)

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Your signature (**only** required if returning by post or in person)


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## 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](https://servicesaustralia.gov.au/centrelinkuploaddocs)
- by post to  
Services Australia  
Student Services  
Reply Paid 7800  
CANBERRA BC ACT 2610
- in person at one of our service centres.