



Read the following notes before completing this form.

Purpose of this form



Disaster Recovery Allowance is a payment that provides short term income support to eligible individuals who can demonstrate their income has been affected as a direct result of a major disaster.

It is payable for a maximum of 13 weeks from the date at which you have a loss of income as a direct result of the disaster.

A list of key terms and their definitions can be found on pages Notes—3 and 4 of this form.

Note: If you are self-employed, a seasonal worker, or have irregular income, call us on 180 22 66 to make a claim.

Who is eligible to receive this payment?

You may be eligible to receive this payment if, on any day of the major disaster, you:

- are 16 years of age or older
- are an Australian resident or the holder of an eligible visa See *Definition of key terms – Australian resident*
- earn, derive or receive an income by working in an affected area or reside in an affected area
- have experienced a loss of income as a direct result of a declared disaster
- are not receiving an income support payment or pension such as Age Pension, Newstart Allowance, Youth Allowance, Service Pension from the Department of Veterans' Affairs or Farm Household Allowance for the same period you are claiming this payment, **and**
- will earn less than the relevant income threshold amount in the fortnight following the loss of income. For more information about the income threshold, go to humanservices.gov.au/disaster

If you are a member of a couple, you can both receive this payment if you are each eligible in your own right. A separate claim form will need to be completed by you and your partner.

If you are between 16 and 21 years of age inclusive, you may be eligible if you are considered independent. Your income, personal circumstances and whether you are dependent on anyone, such as an adult who has legal responsibility for your day-to-day care or welfare and provides financial assistance, will be considered.

If you are independent and meet all other eligibility requirements, your maximum rate of payment will be determined by your accommodation and personal circumstances.

If you are a New Zealand citizen see the Ex-gratia Disaster Recovery Allowance claim form for this event or call us on 180 22 66.

Payment rates

The maximum rate for Disaster Recovery Allowance is the equivalent of Newstart or Youth Allowance, based on your circumstances. Your rate of payment will be affected by your income prior to and following the disaster. For more information, go to humanservices.gov.au/disaster

How long do I have to claim?

For details on closing dates for this event, go to humanservices.gov.au/disaster

How will payments be made?

Payments will be made to a bank, building society or credit union account held in your name. A joint account is acceptable. If you do not have an account contact the Australian Government Department of Human Services on **180 22 66** for alternative arrangements.

Taxation

Disaster Recovery Allowance is a taxable payment. You can request voluntary tax deductions to be withheld from your payments. Taxpayers who receive Disaster Recovery Allowance may be entitled to a Beneficiary Tax Offset. For more information See *Definition of key terms – Beneficiary Tax Offset*.

What will I need to provide?

You may need to provide one document showing Proof of Birth or Proof of Arrival in Australia, or any other approved documents that add up to the value of 50 points. For example, driver's licence (40 points), bank or financial institution card (40 points).

You will need to provide evidence supporting your loss of income. For example, pay slips from your employer, bank statements showing previous bank deposits from your employer, a letter from your employer, profit and loss statements, income tax returns, or other account documents identifying cash flow.

If you cannot provide any of the above information to us immediately, you should submit this claim without delay and provide the supporting documents to us **within 28 days**.

Reporting Requirements

If you are eligible for this payment you will be required to report your income and any changes to your circumstances each fortnight in order to receive your payment. The quickest way to report your income is by calling **180 22 66**.

For more information

If you are not sure about your claim, or you need more information, including details about the date you need to lodge your claim by, if you will be required to provide documentation to confirm your identity, or other assistance you may be entitled to, go to humanservices.gov.au/disaster or call us on **180 22 66**.



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

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

Note: Call charges may apply.



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

Family and domestic violence

If you are affected by family and domestic violence call us on **132 850** Monday to Friday, between 8 am and 5 pm, local time and ask to speak to a Departmental Social Worker or for more information go to humanservices.gov.au/domesticviolence

Call **000** if you are in immediate danger.

Definition of key terms

Affected area	An area or areas declared as being impacted by a major disaster.
Assurance of support	<p>An assurance of support is:</p> <ul style="list-style-type: none">• a legal agreement with us• a way to help someone get a visa to live in Australia• a promise to pay us back for any income support we give them. <p>If you give an assurance of support you are the assurer. The assuree is the visa applicant you support. It can be a family of up to 2 adults and their dependent children.</p> <p>An assurer must be an Australian resident or organisation. Usually it is a family member of the assuree. For more information, go to humanservices.gov.au/assurance</p>
Australian resident	<p>A person who resides in Australia and is either:</p> <ul style="list-style-type: none">• an Australian citizen• a permanent residence visa holder, or• a protected Special Category visa holder. <p>For more information, go to humanservices.gov.au/residencedescriptions</p>
Beneficiary Tax Offset	<p>The beneficiary tax offset is available to taxpayers who receive certain income support payments or pensions, or Commonwealth education allowances. The tax offset directly reduces the amount of tax you may have to pay. You will need to contact the Australian Taxation Office to test your eligibility.</p>
Definition of a partner	<p>Under social security and family assistance law, you are considered partnered and therefore a member of a couple if you and the person you have a relationship with are either:</p> <ul style="list-style-type: none">• married• in a registered relationship• in a de facto relationship. <p>You are not considered a member of a couple if you and the person are living separately and apart on a permanent or indefinite basis.</p> <p>Note: Two people not physically living together can still be considered a member of a couple.</p> <p>You may be considered to be in a de facto relationship if you are not married but have a relationship similar to a married couple.</p> <p>For more information, go to humanservices.gov.au/moc</p>
Dependent	<p>You are classed as dependent if another person (except your partner) has legal responsibility for your day-to-day care or welfare and provides financial assistance.</p>
Direct result of a major disaster	<p>For the purpose of receiving Disaster Recovery Allowance 'direct result' requires a clear link to be identified between the event and your loss of income.</p> <p>Examples of a direct result include:</p> <ul style="list-style-type: none">• physical damage to your work place such as damage to commercial buildings, loss of stock due to a power outage or damage to equipment• physical impediments such as road closures that prevent you from getting to your workplace. <p>If you have questions about 'direct result', call us on 180 22 66.</p>
Holder of an eligible visa	<p>Holder of a visa that would meet qualification for special benefit. For more information, go to humanservices.gov.au/specialbenefit</p>

Income

Income is:

- an amount earned, derived or received by for your own use or benefit
- a periodical payment by way of gift or allowance, **or**
- a periodical benefit by way of gift or allowance.

For the purposes of Disaster Recovery Allowance, there are some forms of income that may be excluded. Call us on **180 22 66** if you are not sure what income details to provide to us.

Independent

You are independent if you are 22 years of age or older, on the date the major disaster was declared.

If you are **under** 22 years of age, you may be independent if you:

- can show you support yourself through work
- are, or have been, married or are in a registered relationship
- live in a de facto relationship as a member of a couple for at least 12 months
- have, or have had, a dependent child
- are a job seeker and a Job Capacity Assessment determined you have partial capacity to work
- are unable to live at home due to extreme circumstances
- have parents who cannot look after you
- are a refugee and your parents do not live in Australia
- are an orphan and have not been legally adopted, **or**
- are in state care, or left because of your age.

Major disaster

Where the Australian Government has determined that a disaster, whether naturally occurring or otherwise, is a major disaster for the purposes of the *Social Security Act 1991*.

New Enterprise Incentive Scheme (NEIS) Allowance

NEIS Allowance is an Australian Government initiative to assist eligible job seekers who are interested in starting and running a small business. It provides income support for up to 39 weeks. NEIS Allowance is equivalent to the single, 22 years of age or over, no children rate of Newstart Allowance.

Principal place of residence

The place you regularly live and have a lawful right to reside.



Disaster Recovery Allowance NSW Bushfires – September 2019

Filling in this 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. You do not need to answer the questions in between.

1 Do you need an interpreter when dealing with us?

This includes an interpreter for people who have a hearing or speech impairment.

No Go to 4

Yes Go to next question

2 What is your preferred spoken language?

3 What is your preferred written language?

4 Are you self-employed?

No Go to next question

Yes Call us on **180 22 66** to discuss your claim.

5 Are you a seasonal worker or is your income irregular?

No Go to next question

Yes Call us on **180 22 66** to discuss your claim.

6 Do you have a Centrelink Reference Number?

No Go to next question

Yes Your Centrelink Reference Number (if known)

 - - -

7 Do you receive an Income support payment or pension (e.g. Age Pension, Newstart Allowance, Youth allowance, Service Pension from the Department of Veterans' Affairs or Farm Household Allowance)?

No Go to next question

Yes You may not be eligible for this payment.
Call us on **180 22 66**.

8 Are you subject to an Assurance of Support agreement?

A person is not eligible to receive Disaster Recovery Allowance if they are subject to an Assurance of Support agreement.

No Go to 10

Yes Go to next question

9 Is the assurer able to continue providing you with support?

No Call us on **180 22 66** to discuss your situation.

Yes You may not be eligible for this payment. See *Definition of key terms – Assurance of support* on page Notes—3. Call us on **180 22 66**.

10 Do any of the following apply to you?

Tick ALL that apply

Live in an affected area Suburb

Work in the affected area Suburb

Derive income from the affected area Suburb

None of the above You may not be eligible for this payment. Call us on **180 22 66**.

11 Have you lost or suffered a reduction in your income as a direct result of the disaster?

No You may not be eligible for this payment. See *Definition of key terms – Direct result of a major disaster* on page Notes—3.

Call us on **180 22 66**.

Yes Go to next question

12 Are you 22 years of age or older?

No Go to next question

Yes Go to 16

13 Read this before answering the following questions.

Questions 13–15 are to be completed **ONLY** if you are **under** 22 years of age. These questions will help to determine if you are independent. See *Definition of key terms – Independent* on page Notes—4.

Are you dependent on another person?

See *Definition of key terms – Dependent* on page Notes—3.

No Go to 16

Yes Go to next question



CLK0EM195 191211

14 Are you a parent or have a dependent child in your care?

No Go to next question

Yes Go to 16

15 Is your estimated income for the financial year in which the disaster occurred greater than \$6403?

No You may not be eligible for this payment.
Call us on **180 22 66**.

Yes Go to next question

16 Do you receive the National Enterprise Incentive Scheme (NEIS) Allowance?

No Go to next question

Yes We need more information from you. See *Definition of key terms – New Enterprise Incentive Scheme (NEIS) Allowance* on page Notes—4.

Call us on **180 22 66**.

17 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

18 Have you been known by any other name(s)?

Include:

- name at birth
- name before marriage
- previous married name
- Aboriginal or skin name
- alias
- adoptive name
- foster name.

No Go to next question

Yes Give details below

Other name

Type of name (e.g. name at birth)

If you have more than 1 other name, provide a separate sheet with details.

19 Your gender

Male

Female

20 Your date of birth

21 Read this before answering the following question.

Provide at least one phone number that we can contact you on during business hours and an email address if you have one. If you provide an email address or mobile number, you may receive electronic messages (SMS or email) from us. To read the Terms and Conditions, go to humanservices.gov.au/em

Your contact details

Home phone number

Is this a silent number? No Yes

Mobile phone number

Is this a silent number? No Yes

Email

22 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander Australians.

Are you of Aboriginal or Torres Strait Islander Australian descent?

If you are of both Aboriginal and Torres Strait Islander Australian descent, tick both 'Yes' boxes.

No

Yes – Aboriginal Australian

Yes – Torres Strait Islander Australian

23 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to people of Australian South Sea Islander descent.

Australian South Sea Islanders are the descendants of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

Are you of Australian South Sea Islander descent?


No

Yes

24 Do you want to authorise another person or organisation to make enquiries, get payments and/or act on your behalf?

No Go to next question

Yes

 You will need to complete and return an **Authorising a person or organisation to enquire or act on your behalf** form (SS313).

If you do not have this form or want more information about nominee arrangements, go to humanservices.gov.au/nominees

Go to next question

25 Tick **ONE** of the boxes below to tell us about your relationship status right now.

If you have **ever been separated**, give the date that you most recently got back together with your partner.

Married Date married/
reconciled with your partner
/ /
▶ **Go to 26**

Registered relationship
(registered under state
or territory law) Date registered/
reconciled with your partner
/ /
▶ **Go to 26**

De facto Date you started your
relationship/reconciled with
your partner
/ /
▶ **Go to 26**

Separated
(previously in a marriage,
registered or de facto
relationship) Date of last separation
/ /
▶ **Go to 32**

Divorced Date of divorce
/ /
▶ **Go to 32**

Widowed Date of partner's death
/ /
▶ **Go to 32**

**Never married or lived with
a partner** ▶ **Go to 32**

If none of the above describes your current relationship status,
call us on **180 22 66**.

26 Read this before answering the following questions.

The following questions will help us determine the amount
you may be eligible to receive. If you have a partner who
would like to make a claim for this payment, they will need
to complete a separate claim form.

Does your partner have a Centrelink Reference Number?

No ▶ **Go to next question**

Yes ▶ Your partner's Centrelink Reference Number (if known)

□ □ □ □ - □ □ □ □ - □ □ □ □ - □ □

27 Your partner's name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

28 Has your partner been known by any other name(s)?

Include:

- name at birth
- name before marriage
- previous married name
- Aboriginal or skin name
- alias
- adoptive name
- foster name.

No ▶ **Go to next question**

Yes ▶ Give details below

Other name

Type of name (e.g. name at birth)

If your partner has more than 1 other name, provide a
separate sheet with details.

29 Your partner's gender

Male

Female

30 Your partner's date of birth

/ /

31 Your partner's contact details

Home phone number ()

Is this a silent number? No Yes

Mobile phone number

Is this a silent number? No Yes

Email

32 Your principal place of residence

See *Definition of key terms – Principal place of residence* on page Notes—4.

Form with dotted lines for address and a Postcode field.

33 Were you living at the address provided at question 32 at the time of the disaster?

No Go to next question

Yes Go to 35

34 Your principal place of residence at the time of the disaster

Form with dotted lines for address and a Postcode field.

35 What date did you start living at this address?

Date input field with slashes: / /

36 Do you have a temporary or postal address?

A postal address can be a PO Box.

No Go to next question

Yes Give details below

Form with dotted lines for address and a Postcode field.

This address is:

Tick ONE box only

Temporary address

Postal address

37 Read this before answering the following question.

To receive Disaster Recovery Allowance, you must be an Australian resident living permanently in Australia.

'Permanently' means you normally live in Australia on a long-term basis. Holidays or short trips outside Australia would not affect this.

For more information on residency, go to humanservices.gov.au/residence-descriptions

Are you living in Australia permanently?

No

Yes

38 Have you EVER lived or travelled outside Australia, including short trips and holidays?

This question will help us to verify your Australian residence.

No Go to next question

Yes Give details below

Year you last entered Australia

Year input field

Passport number (if available)

Passport number input field

Country of issue

Country of issue input field

39 Are you an Australian citizen who was born in Australia?

No



You will need to provide proof of your Australian residence status (e.g. citizenship papers, passport or other documentation).

Go to next question

Yes Go to 44

40 What is your country of birth?

Country of birth input field

41 What is your country of citizenship?

If you are a New Zealand citizen see the Ex-gratia Disaster Recovery Allowance claim form or contact us on 180 22 66.

Australia Date you became an Australian citizen

Date input field: / /

Go to 44

Other Country of citizenship

Other country of citizenship input field

42 What is your current type of visa?

- New Zealand passport
(Special Category visa)
Permanent
Temporary
Unknown (e.g. arrived
on parent's passport)

43 What are your current visa details?

Visa sub class Date visa granted / /

44 Read this before answering the following questions.

The following questions will help us determine the amount you may be eligible to receive. If you (or your partner) currently receive Family Tax Benefit you may need to revise your income estimate.

Do you have a dependent child under 16 years of age in your care?

- No **Go to 46**
Yes **Go to next question**

45 Give details below of your **youngest** dependent child

Child's family name

Child's given names

Other name this child has been known by

Child's date of birth / / Child's gender Male Female

Are you the principal carer of this child?
No Yes

Is there a shared care arrangement in relation to this child?
No Yes What is your percentage of shared care?
 %

Do you (or your partner) receive Family Tax Benefit for this child?
No Yes

46 What date did you first incur a reduction in income as a direct result of the disaster?

/ /

47 If the disaster had not occurred, would your income have continued at the same fortnightly amount as it was before the disaster in the 13 weeks after your loss of income?

In some instances a person's ongoing income may have been expected to change. For example, due to a promotion or change in job.

- No **Go to next question**
Yes **Go to 50**


48 Did you expect your income to:

Tick ONE only

- Decrease
Increase

49 If the disaster had not occurred, how much did you expect to earn from your employment each fortnight on average for the 13 weeks after your loss of income?

\$ per fortnight

 You will only need to provide proof of an expected increase in income (e.g. contract documents).

50 Have you returned to work after the disaster?

- No Date you expect to return to work (if known)
 / /
- Yes Date you returned to work after the disaster
 / /

51 Are you on planned leave from your workplace?

Note: You do not need to access your leave entitlements before lodging a claim for this payment.

- No **Go to 54**
Yes **Go to next question**

52 What type of leave?

For example: annual leave, sick leave, maternity.

Start date of leave period / / End date of leave period / /

53 Is this paid leave?

- No **Go to next question**
Yes Any paid leave will need to be included in your gross income at question 58.
Go to next question

54 Which one of the following reasons best describes why you have suffered a loss of income?

- Workplace damaged or destroyed
- I am unable to get to my usual workplace
- Cancelled bookings/orders
- Cancellation of planned tourism events
- Loss and/or damage to stock
- Injury suffered
- Loss and/or damage of machinery/tools
- Loss of necessary utilities
- Lack of staff/workers/contractors
- Unable to import/export products
- Other

55 Explain why you stopped work in further detail

Note: If you did not stop working as a result of the disaster you may not be eligible for this payment. Call us on **180 22 66**.

56 Provide details of your usual place of employment

Provide your employer's details below.

Employer's name, business name

Australian Business Number (ABN)
 - - -

Address

Postcode

Phone number

What industry are you employed in?
For example:

- a person working in the banana industry should write: Agriculture – banana industry
- a clothes shop assistant should write: Retail – clothes.

Is this work
 Full-time Part-time Casual

Was your income from this employer impacted as a result of the disaster?
 No
 Yes

If you have more than one employer, provide a separate sheet with details.

57 What was your gross income from salary or wages for the 8 weeks immediately **before** the disaster?

Gross income is the amount of income you earned from salary or wages before any deductions are taken out (e.g. tax).

Period	Gross amount
e.g. 19/10/2017 – 25/10/2017	\$ 1200
<input style="width: 80%; height: 20px;" type="text"/>	\$
<input style="width: 80%; height: 20px;" type="text"/>	\$
<input style="width: 80%; height: 20px;" type="text"/>	\$
<input style="width: 80%; height: 20px;" type="text"/>	\$
<input style="width: 80%; height: 20px;" type="text"/>	\$
<input style="width: 80%; height: 20px;" type="text"/>	\$
<input style="width: 80%; height: 20px;" type="text"/>	\$
<input style="width: 80%; height: 20px;" type="text"/>	\$
Total for 8 week period	\$

Provide your payslips to confirm your income.

58 Read this before answering the following question.

The following question will help us to determine if you are eligible to receive this payment, and the amount you may be entitled to receive.

From the date of your income loss and up to a maximum of 13 weeks from that date, did you receive or are you entitled to receive any income from salary or wages?

Include any paid leave.

Note: If you have received a lump sum leave payment, state the date you received this payment, and not the period it was intended for.

Gross income is the amount of income you earn before any deductions are taken out (e.g. tax).

No Go to next question

Yes Give details below

 Provide your payslips to confirm your income.

Period	Gross amount
e.g. 19/10/2017 – 25/10/2017	\$ 1200
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

59 Read this before answering the following questions.

The following questions determine if you receive income from other sources (apart from salary or wages). This income may be used to assess your eligibility to receive this payment as well as the amount of any ongoing payments up to a maximum of 13 weeks.

Do you receive income from any other sources apart from salary or wages (e.g. real estate, shares, trusts)?

No Go to 71

Yes Go to next question

60 Do you have an income protection policy?

No Go to 64

Yes Name of insurance company

61 Have you lodged a claim or intend to lodge a claim for the loss of income?

No Go to next question

Yes Go to 63

62 Explain why you have not lodged a claim

▶ Go to 64

63 What was the outcome of the claim?

Pending decision

Rejected

To be lodged in future

Granted Give details below

Has a waiting period been applied?

No


Yes Waiting period end date

 / /

Have payments commenced?

No

Yes

 Provide a copy of the most recent letter or statement from the insurance policy provider showing payment details.

64 Do you have an interest in any real estate in and/or outside Australia (other than your principal place of residence)?


No Go to 66

Yes Go to next question

65 Do you receive an income from the properties (i.e. rental/lease income)?

No Go to next question

Yes

 Provide a copy of your full Income Tax Return for the previous financial year, not the Notice of Assessment received from the Australian Taxation Office.

▶ Go to next question

66 Do you own **ANY** shares, options, rights, convertible notes or other securities in or outside Australia?


Include shares traded in exempt stock markets.

Do NOT include:

- managed investments
- investments purchased with a margin loan.

No Go to next question

Yes Give details below

 Provide the latest statement for each share holding.

Name of company

Number of shares or other securities Type of shares, options or rights, or security code (if known)

Current market value Country if not Australia

Your share

 %

If you have more than 1 investment, provide a separate sheet with details.

67 Do you have any managed investments in and/or outside Australia?

Include:

- personal investment plans
- life insurance bonds
- friendly society bonds.


Do NOT include:

- conventional life insurance policies
- investments purchased with a margin loan.

Note: APIR code – is commonly used by fund managers to identify individual financial products.

No Go to next question

Yes Give details below

 Provide a document which gives details (e.g. certificate with number of units or account balance) for each investment.

Name of company

Name of product

Type of product/option

Number of units

APIR code (if known)

Current market value

Currency if not AUD

 \$

Your share

 %

If you have more than 1 managed investment, provide a separate sheet with details.

68 Read this before answering the following question.

An **income stream product** is a regular series of payments which may be made for a lifetime or a fixed period by:

- a financial institution
- a retirement savings account
- a superannuation fund
- a Self Managed Superannuation Fund (SMSF)
- a Small APRA Fund (SAF).


Types of income streams include:

- account-based pension (also known as allocated pension)
- market-linked pension (also known as term allocated pension)
- annuities
- defined benefit pension (e.g. ComSuper pension, State Super pension)
- superannuation pension (non-defined benefit).

Do you receive income from any income stream products?

No Go to next question

Yes Give details below

 You will need to obtain a schedule from your product provider for each income stream product.

Name of product provider/SMSF/SAF

Type of income stream

Product reference number

Your share


 %

If you have more than 1 income stream, provide a separate sheet with details.

69 Do you have any interest in a trust (including investment trust) and/or a partnership?

No Go to next question

Yes Give details below

 Provide a copy of the trust deed.
Also, provide your full Income Tax Return and/or Partnership Tax Return, not the Notice of Assessment received from the Australian Taxation Office.

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

70 Do you have any money invested in, or do you receive income from, any other investments or sources, not declared elsewhere on this form?

Include:

- all investments from outside Australia (including superannuation) not declared elsewhere on this form.

Do NOT include:

- income from real estate in or outside Australia, private trusts, private companies or business
- social security payments
- an account used exclusively for funding from the National Disability Insurance Scheme.

No Go to next question

Yes Give details below

 You will need to provide proof of your income from other investments and sources.

Type of investment/income	
<input type="text"/>	
Name of organisation/company	
<input type="text"/>	
Currency if not AUD	Your share
<input type="text"/>	<input type="text"/> %

If you have more than 1 other investment or source of income, provide a separate sheet with details.

71 List **ALL** accounts you hold solely or jointly in banks, building societies, credit unions or church and charitable development funds.

Provide the balance for each account as at the date your income was impacted.

Do NOT include

- an account used exclusively for funding from the National Disability Insurance Scheme
- bank accounts held in trust, **or**
- private companies.



You will need to provide statements from the bank, building society, credit union, church or charitable development fund for the 8 weeks immediately **before** the disaster.

1 Name of bank, building society, credit union, church or charitable development funds

Type of account

Branch number (BSB)

Account number (this may not be your card number)

Balance

Your share

2 Name of bank, building society, credit union, church or charitable development funds

Type of account

Branch number (BSB)

Account number (this may not be your card number)

Balance

Your share

If you have more than 2 accounts, provide a separate sheet with details.

72 Where do you want your payment made?

The bank, building society or credit union account must be in your name. A joint account is acceptable.

Note: Payments cannot be made into an account used exclusively for funding from the National Disability Insurance Scheme.

The account into which another payment from us is made (if applicable)

Name of payment

The account nominated below

Name of the bank, building society or credit union

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

73 Read this before answering the following questions.

You are not breaking the law if you do not give us your tax file number, but if you do not provide it to us, or authorise us to get it from the Australian Taxation Office, you may not be paid.

In giving us your tax file number in relation to this claim you authorise us to use your tax file number for other social security payments and services in future where necessary.

Have you given us your tax file number before?

No Go to next question

Not sure Go to next question

Yes **Go to 75**

74 Do you have a tax file number?

No Call us on **180 22 66**.

Yes Your tax file number

 - -

75 Read this before answering the following question.

Disaster Recovery Allowance is a taxable payment. If your only income for this financial year is the payment you are now claiming, you may not have to pay any tax.
However, you may have to pay tax if you get any other income this financial year, such as salary or wages.
If you think you will have to pay tax this year, you can ask us to deduct tax instalments from your payment. You can change this at any time.
If you are not sure how much tax to have taken out of your payment, contact the **Australian Taxation Office**.

Do you want tax taken out of your payment?

No Go to next question

Yes Enter the amount **OR** percentage of tax you want taken out from each payment.

Amount (must be in whole dollars)	Percentage (%) of taxable payment
\$.00 per payment	OR % per payment

76 Read this before answering the following question.

A disaster can impact on you physically and emotionally. Our social workers may be able to provide support and/or a referral to assist you.
Note: Your answer to this question will not affect your eligibility to receive this payment.

Would you like a Centrelink social worker to contact you?

No Go to next question

Yes What number would you like to be contacted on?

()

77 Checklist

Check that all required questions are answered and that the form is signed and dated.
Make sure any accompanying documentation is also clearly identified with your name.
Tick what information has been provided with the claim. If verification documentation is not provided with this claim it will need to be provided **within 28 days of claim lodgement**.

- Identity documents that add up to the value of 50 points
See *What will I need to provide?* on page Notes—2
- Authorising a person or organisation to enquire or act on your behalf** form (SS313)
(if you answered Yes at **question 24**)
- Proof of your Australian residence status
(if you answered Yes at **question 39**)
- Proof of your expected increase in income
(required at **question 49**)
- Proof of income 8 weeks immediately before the disaster
(required at **question 57**)
- Proof of income for a maximum of 13 weeks from the date of your income loss
(if you answered Yes at **question 58**)
- Copy of the most recent letter/statement from your Income Protection Policy
(if required at **question 63**)
- Copy of your most recent Income Tax Return
(if you answered Yes at **question 65 and 69**)
- The latest statement for each share holding
(if you answered Yes at **question 66**)
- Details for each investment
(if you answered Yes at **question 67**)
- A schedule from your product provider for each income stream product
(if you answered Yes at **question 68**)
- Copy of your trust deed and/or Partnership Income Tax Return
(if you answered Yes at **question 69**)
- Proof of income from other investments or sources
(if you answered Yes at **question 70**)
- Copy of statements from your bank, building society, credit union, church or charitable development fund
(if required at **question 71**)

Continued ►

Privacy notice

78 You need to read this

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 where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

Relevant information may be given to Australian and State Government Departments and organisations who are involved in the joint administration of this disaster.

You can get more information about the way in which the department will manage your personal information, including our privacy policy, at humanservices.gov.au/privacy

79 Declaration

I declare that:

- I have read the privacy notice above.
- the information I have provided in this form is complete and correct.

I understand that:

- this payment is for people who have a loss of income as a direct result of a disaster.
- the Australian Government Department of Human Services can make relevant enquiries to make sure I receive the correct entitlement.
- the Australian Government Department of Human Services may request evidence to support any claims made on this form.
- I must tell the Australian Government Department of Human Services of any changes to this information or my circumstances **within 14 days**.
- any overpayment will be recovered.
- giving false or misleading information is a serious offence.

Your signature



Date

/ /

Returning your form

You can return this form and any supporting documents:

- **by post** to
Emergency Processing Centre
Reply Paid 7815
CANBERRA BC ACT 2610
- **by fax** on **1300 727 760**
- **in person** at one of our service centres, agent or access point.
To find a location, go to humanservices.gov.au/findus if you are not able to use your Centrelink online account.

Office Use Only

S0 Logon ID

Identity type

Serial number

Issue date

Expiry date

State of issue

Country of issue

Identity type

Serial number

Issue date

Expiry date

State of issue

Country of issue

Identity type

Serial number

Issue date

Expiry date

State of issue

Country of issue

Identity type

Serial number

Issue date

Expiry date

State of issue

Country of issue

Original document sighted and returned