

When to use this form

Use this form if you would like to permit another person or organisation to enquire or act on your behalf for child support matters when dealing with Services Australia.

Important information

The person you nominate can be anyone above 18 years of age, such as, a relative, a friend or your solicitor.

Your representative will be able to make enquiries, lodge forms you have signed and provide information to us about you. You can limit the details your representative can access and discuss about your case. You can also specify the date this authorisation will expire.

Your representative can perform other limited actions on your behalf, including making a payment arrangement for you to pay your debt, except where we are taking action to enforce payment.

Representatives are not able to:

- make applications or elections or sign documents on your behalf, or
- change your contact details in our records unless you specifically agree to this.

We are not obliged to recognise a customer's representative. We will not deal with your preferred representative if we think your representative is not acting in your best interests or behaves unreasonably when dealing with us.

If your Authorised Agent (someone with Power of Attorney or similar legal power) is acting for you in relation to child support, you can send us a copy of their authority. You do not need to complete this form for them.

Online services

You can access your Child Support 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 Child Support online account.

Filling in this form

You can complete this form on your computer, print and sign it.

If you have a printed form:

Step 1 Use black or blue pen.
Print in BLOCK LETTERS.

Step 2 Sign and date the Declaration on page 3.

Step 3 Return this form. If this form is not signed, is incomplete or missing information, it could result in delays or it may be returned to you.

For more information

Go to **servicesaustralia.gov.au/childsupport** or call us on **131 272**.

We can translate documents you need for this assessment for free.

To speak to us in your language, call **131 450**.

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.

Your details

1 Your Child Support Reference Number

Four empty rectangular boxes, each divided into three vertical sections by dashed lines, connected by minus signs.

2 Your name _____

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

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First given name

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Second given name

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3 Your date of birth _____

/ /

4 Your permanent address

Postcode

5 Your postal address (if different to above)

Postcode

6 Your contact details

Home phone number ()

Mobile phone number

Work phone number ()

Email

Representative's details

The representative named below will replace any current representative authority.

7 Representative's name

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

Child Support Consultants Pty Ltd

First given name

ABN: 96657479724

Second given name

8 Representative's date of birth

	/	/
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9 Representative's permanent address

PO Box 8035
Glenmore Park
NSW
Postcode 2745

10 Representative's postal address (if different to above)

Postcode

11 Representative's contact details

Home phone number	()
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Mobile phone number	0459743825
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Work phone number (02) 47372250

Email

c.s.consultants4u@gmail.com

12 Relationship to you (for example, father, mother, friend, employer, etc.)

Representative

13 Is there any information you do not want us to discuss with your representative?

No ☐ Go to next question

Yes ☐ Give details below

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

14 Do you want your representative to be able to make payment arrangements for you to pay us a debt you owe?

No ☐

Yes ☐

15 Do you want your representative to be able to provide us with new contact details for you?

No ☐

Yes ☐

16 Do you want this authority to end on a set date?

You can end this authority at any time by going to **my.gov.au** and accessing your Child Support online account, by writing to us at the address shown on page 1 of this form or by calling **131 272**.

No ☐ Go to next question

Yes ☐ Date you want the authority to end

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Privacy notice

17 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 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 our privacy policy, at servicesaustralia.gov.au/privacy

Applicant's declaration

18 I declare that:

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

I understand that:

- giving false or misleading information is a serious offence.

Your signature



On completion, print and sign by hand.

Date

	/		/	
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Representative's declaration

Make sure you read the **Privacy and your personal information** at question 17 before you complete this declaration.

19 I declare that:

- I undertake to act as representative for the person named.

Representative's signature



On completion, print and sign by hand.

Date

	/		/	
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Reset form

Print form

Returning this form

Return this form and a copy of any supporting documents:

- online** – sign in to your Child Support online account or Express Plus Child Support mobile app and upload by selecting Upload documents. Select document type - Representative authority form
- by fax to: **1300 309 949**
- by post to: Services Australia
Child Support
GPO Box 9815
MELBOURNE VIC 3001

You should keep a copy of this form for your records.