



Purpose of this form

This form will be used to assess the rate of payment for a Youth Allowance or ABSTUDY customer.

Who should fill in this form

The parent(s)/guardian(s) of the person who is claiming Youth Allowance or ABSTUDY are required to complete all relevant questions in this form.

Youth Allowance/ABSTUDY payments cannot start until this statement is signed and all information is provided.

Filling in this form

- Please use black or blue pen.
- Print in BLOCK LETTERS.
- Mark boxes like this ☐ with a ✓ or ✗.
- Where you see a box like this ☐ ➔ **Go to 5** skip to the question number shown. You do not need to answer the questions in between.

Returning this form

Check that all required questions are answered and that the form is signed and dated.

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 to make an alternative arrangement.

You can return this form and any supporting documents:

- online – submit your documents online. For more information about how to access an Online Account or how to lodge documents online, go to **humanservices.gov.au/submitdocumentsonline**
- by post – return your documents by sending them to:
Department of Human Services
Student Services
Reply Paid 7804
Canberra ACT 2610
- in person – if you are unable to submit this form and any supporting documents online or by post, you can provide them in person to one of our service centres.

For more information

Go to **humanservices.gov.au/youthallowance** or call **132 490** or **humanservices.gov.au/abstudy** or call **1800 132 317** or visit one of our service centres.

If you need a **translation** of any documents for our business, we can arrange this for you free of charge.

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

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

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

Please keep these Notes (pages 1 to 2) for your information.

Parental Income Test

Parental income includes taxable income, reportable superannuation contributions, any fringe benefits received from employers, income from outside Australia and net investment losses (including negative gearing for property and shares) and reportable superannuation contributions.

The BASE tax year

An assessment is normally based on the parental income for the BASE tax year.

The BASE tax year for a Youth Allowance or ABSTUDY payment is the financial year ending before 1 January of the year of study.

A CURRENT tax year assessment

If you are completing this form between September and December as part of a Youth Allowance or ABSTUDY claim, you will need to provide information for both the BASE tax year and the CURRENT tax year. An assessment can be based on the CURRENT tax year where there has been a substantial decrease in parental income that is likely to continue for at least 2 years.

You will need to apply for a CURRENT tax year assessment for this reason and documentation is usually required. Estimates of income may be acceptable until an Australian Taxation Office – Notice of Assessment is available.

A CURRENT tax year assessment may also be applied where parental income for the financial year immediately following the BASE tax year exceeds the BASE tax year income by more than 25 per cent. This assessment applies from 1 October.

Refer to the appropriate year of payment listed below to ascertain the appropriate tax year:

The year of payment (calendar year)	The appropriate BASE tax year (1 July to 30 June)	The appropriate CURRENT tax year (1 July to 30 June)
2014	2012 – 2013	2013 – 2014
2015	2013 – 2014	2014 – 2015
2016	2014 – 2015	2015 – 2016
2017	2015 – 2016	2016 – 2017

IMPORTANT: If you are applying for a CURRENT tax year assessment, you need to complete the details on this form for BOTH the BASE tax year and the CURRENT tax year.



Parent(s)/Guardian(s) additional details

for Youth Allowance or ABSTUDY customers

- 1** What is the Youth Allowance or ABSTUDY customer's name — NOT the parent/guardian.

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

First given name

Second given name

- 2** Youth Allowance or ABSTUDY customer's date of birth

Parent/Guardian

- 3** What is your name?

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

First given name

Second given name

- 4** Your date of birth

Please read this before answering the following questions.

A **parent/guardian** is:

- the natural or adoptive parent with whom the Youth Allowance or ABSTUDY customer lives – if the parent is a member of a couple, also include their partner, or
- any other person on whom the Youth Allowance or ABSTUDY customer is wholly or substantially dependent.

If neither of the above applies, the parent/guardian is the natural or adoptive parent with whom the Youth Allowance or ABSTUDY customer last lived.

Parent/Guardian partner

- 3** What is your name?

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

First given name

Second given name

- 4** Your date of birth



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Parent/Guardian

- 5 Are you a **step-parent** of the Youth Allowance or ABSTUDY customer?

No ☐ **Go to 7**

Yes ☐ **Go to next question**

- 6 Only answer this question if you are a **step-parent**.

Does the Youth Allowance or ABSTUDY customer 'normally' live with you?

The student would be regarded as normally living with you unless they have established a separate and permanent home away from the family home that includes holiday periods.

Those students who are away from the family home during the school term only and return home during breaks would be treated as normally living with you.

No ☐ You do NOT need to provide more personal details.
You need to sign the statement on page 7.

► **Go to 14**

Yes ☐ **Go to next question**

- 7 Please read this before completing the following questions.

For more information about BASE tax year and CURRENT tax year, please refer to page 2.

Has your (and/or your partner's) income decreased since the BASE tax year?

No ☐ Only fill in details for the BASE tax year.
You **DO NOT** need to fill in details for the CURRENT tax year.

Note: If you are completing this form between 1 October and 31 December, please provide information for both the Base tax year and Current tax year. ► **Go to 9**

Yes ☐ **Go to next question**

Parent/Guardian partner

- 5 Are you a **step-parent** of the Youth Allowance or ABSTUDY customer?

No ☐ **Go to 7**

Yes ☐ **Go to next question**

- 6 Only answer this question if you are a **step-parent**.

Does the Youth Allowance or ABSTUDY customer 'normally' live with you?

The student would be regarded as normally living with you unless they have established a separate and permanent home away from the family home that includes holiday periods.

Those students who are away from the family home during the school term only and return home during breaks would be treated as normally living with you.

No ☐ You do NOT need to provide more personal details.
You need to sign the statement on page 7.

► **Go to 14**

Yes ☐ **Go to next question**

Parent/Guardian

- 8 Is this decrease in combined parental income expected to continue for at least 2 years?

No ☐

Only fill in details for the BASE tax year.

You **DO NOT** need to fill in details for the CURRENT tax year.

► Go to 9

Yes ☐ Give details below

Date decrease occurred

/ /

Estimate the time the decrease in income will last



Attach documentary evidence to support this decrease (or estimated decrease) in income. This application will not be processed until evidence is received.

IMPORTANT: You must fill in details for BOTH the BASE tax year and the CURRENT tax year.

► Go to next question

- 9 What was/is your taxable income for the tax year?

BASE tax year

\$

CURRENT tax year

\$

- 10 Have you received your Tax Notice of Assessment (TNA) for the relevant tax year from the Australian Tax Office?

BASE tax year

No ☐

What is the approximate date your TNA will be available?

/ /

CURRENT tax year

No ☐

What is the approximate date your TNA will be available?

/ /

Yes ☐



Attach your
**Tax Notice of
Assessment**

The Australian Taxation Office does not require me to lodge a tax return. ☐

Yes ☐



Attach your
**Tax Notice of
Assessment**

The Australian Taxation Office does not require me to lodge a tax return. ☐

Parent/Guardian partner

- 9 What was/is your taxable income for the tax year?

BASE tax year

\$

CURRENT tax year

\$

- 10 Have you received your Tax Notice of Assessment (TNA) for the relevant tax year from the Australian Tax Office?

BASE tax year

No ☐

What is the approximate date your TNA will be available?

/ /

CURRENT tax year

No ☐

What is the approximate date your TNA will be available?

/ /

Yes ☐



Attach your
**Tax Notice of
Assessment**

The Australian Taxation Office does not require me to lodge a tax return. ☐

Yes ☐



Attach your
**Tax Notice of
Assessment**

The Australian Taxation Office does not require me to lodge a tax return. ☐

Continued

Continued

Parent/Guardian

11 Please read this before answering the following question.

Parental income **includes**:

- **fringe benefits** includes the amount shown on your payment summary (unless the total amount from the employer is \$2,000 or less)
- **foreign income** includes income from employment outside Australia that you do not have to pay tax on in Australia. Do not declare income already included in question 9
- **net investment losses** (these occur when your deductions are greater than your income from a rental property or investments (such as shares)). If you are not sure, provide your personal income tax return
- **reportable superannuation contributions** paid by you or on your behalf (e.g. voluntary salary sacrificed amounts). If you are not sure, please provide your payment summary or your personal income tax return.

During the relevant tax year, did you receive (or expect to receive) any income or make a loss in any of the areas listed above?

No ☐ Go to next question

Yes ☐ Give details below

BASE tax year

Fringe benefits

\$

CURRENT tax year

Fringe benefits

\$



You will need to attach your **payment summary for that year**. Only provide payment summaries that have \$2,001 or more of employer provided benefits.

Foreign income not already included in question 9

\$

Foreign income not already included in question 9

\$

Net investment losses

\$

Net investment losses

\$

Reportable superannuation contributions paid by you or on your behalf (e.g. voluntary salary sacrificed amounts)

\$

Reportable superannuation contributions paid by you or on your behalf (e.g. voluntary salary sacrificed amounts)

\$



You will need to attach your **payment summary or your personal income tax return for that year**.

12 During the relevant tax year, did you pay or do you expect to pay any maintenance (including child support)?

BASE tax year

No ☐

Yes ☐ How much did you pay?

\$

CURRENT tax year

No ☐

Yes ☐ How much did/do you expect to pay?

\$

Parent/Guardian partner

11 Please read this before answering the following question.

Parental income **includes**:

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During the relevant tax year, did you receive (or expect to receive) any income or make a loss in any of the areas listed above?

No ☐ Go to next question

Yes ☐ Give details below

BASE tax year

Fringe benefits

\$

CURRENT tax year

Fringe benefits

\$



You will need to attach your **payment summary for that year**. Only provide payment summaries that have \$2,001 or more of employer provided benefits.

Foreign income not already included in question 9

\$

Foreign income not already included in question 9

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Net investment losses

\$

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\$

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BASE tax year

No ☐

Yes ☐ How much did you pay?

\$

CURRENT tax year

No ☐

Yes ☐ How much did/do you expect to pay?

\$

Parent/Guardian

- 13** Which of the following documents are you providing with this form?

If you are not sure, check the question to see if you should attach the documents.

You must provide **original** documents, not photocopies.

Documentary evidence to support your decrease in income ☐
(if you answered Yes at **question 8**)

Your Australian Tax Notice of Assessment ☐
(at **question 10**)

Your payment summary or personal income tax return ☐
(if you answered Yes at **question 11**)

14 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.

15 Parent(s)/Guardian(s) statement

I declare that:

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

I understand that:

- giving false or misleading information is a serious offence.
- Youth Allowance/ABSTUDY payments cannot start until this statement is signed and all information is provided.**
- the Australian Government Department of Human Services can make relevant enquiries to make sure the claimant receives the correct entitlement.

Signature of Parent/Guardian



Date

/ /

Parent/Guardian partner

- 13** Which of the following documents are you providing with this form?

If you are not sure, check the question to see if you should attach the documents.

You must provide **original** documents, not photocopies.

Documentary evidence to support your decrease in income ☐
(if you answered Yes at **question 8**)

Your Australian Tax Notice of Assessment ☐
(at **question 10**)

Your payment summary or personal income tax return ☐
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Date

/ /