



THE BUTTERY
ENRICHING LIVES

Centrepay Deduction Authority

This form gives the authority and consent for The Buttery Limited to make, change or cancel a deduction using Centrelink's Centrepay system. After completing and signing this form, return it to ...

What is Centrepay?

Centrepay is a voluntary bill-paying service that is free for Centrelink customers. Through Centrepay, a customer can authorise Services Australia (the Agency) to deduct regular amounts from their welfare payments to pay their bills and expenses to an approved Business. The Agency considered the needs of Customers when determining how to administer and operate Centrepay.

For more information go to Services Australia www.servicesaustralia.gov.au/centrepay.

PART A: Your Details

Family Name:

Given Names:

Date of Birth:

dd/mm/yyyy

Phone No.:

Centrelink CRN:

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The Buttery
Customer No.:

PART B: Service Provider Details

Complete this section to start, change or cancel a deduction

Service Provider:

Address:

Address of your local office

Phone No.:

02 6687 1111

Customer CRN:

5 5 5

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PART C: Type of Request

You can use this form to start, change or cancel one or more than one deduction.

Do you want to:

1. **START** a new deduction



You must complete Parts D and F

2. **CHANGE** a current deduction



You must complete Parts E and F

PART D: to START a new deduction

Which Payment do you want deduction to be taken from?

Centrelink payment type (e.g., Pension, Family Tax Benefit)

Indicate how often this deduction will be made (tick ONE only)

One off Payment For a target amount Fortnightly

What amount do you want deducted?

\$

Total deduction amount

The minimum amount for most deductions is \$10 per fortnight. If you aren't sure, check amount with your Housing Officer.

Reason for deduction e.g., Rent, Maintenance, Water

If deduction is to be split over two or more reasons, enter details below:

\$

\$

\$

Reason e.g., Rent, Maintenance, Water

When do you want the deductions to start?

Your next available payment date OR A future payment date **dd/mm/yyyy**

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 F**

PART E: to CHANGE your current deduction

CHANGE your current deduction by providing the amount, start payment date, and Centrelink payment type.

What is your new total deduction amount?

\$

Reason for deduction e.g., Rent, Maintenance, Water

If deduction is to be split over two or more reasons, enter details below:

\$

\$

\$

Reason e.g., Rent, Maintenance, Water

When do you want your deductions to change?

Your next available payment date OR A future payment date **dd/mm/yyyy**

Payment deductions to be taken


Go to Part F

Centrelink payment type (e.g., Pension, Family Tax Benefit)

SUSPEND your current deduction temporarily

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


Start payment date End payment date
dd/mm/yyyy dd/mm/yyyy

 **Go to Part F**

CHANGE your current TARGET AMOUNT for deductions

We will let you know that your target amount has been reached or less than \$2 remains and your deductions will stop.


New target amount \$

No Yes  New deduction amount (total) \$

If target amount is for more than one reason, enter amount(s) /reason(s) here

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>


Reason e.g., Rent, Maintenance, Water

 **Go to Part F**

PART F: Authorisation

Australian Privacy legislation protects your personal information. I give permission for The Buttery Limited to disclose my information to Services Australia for the purpose of checking my account number, billing number and amount I want to pay and reconciling my payment Deduction details.

I understand that I can change or cancel my Deduction at any time and further information about Centrepay can be found online at www.servicesaustralia.gov.au/centrepay.

Signature  **Date**
dd/mm/yyyy

Privacy and your personal information.

Your personal information is protected by the Privacy Act 1988 and The Buttery Privacy Policy available on The Buttery website (www.buttery.org.au).

Office use only

This document should be periodically reviewed and revised. Revisions should be made as and when required. The period between reviews must not exceed two years. This document remains valid until such time that a new version is published.

NOTE: This authority must be submitted to Centrelink via CBOS, within three (3) business days of receipt of this form.