



## Centrepay

If you wish to have your payments deducted from your Centrelink pension, family tax etc. And you want us to set this up for you with Centrelink, you will need to fill out this form and return to Kepnock State High School.

Centrepay is a voluntary bill-paying service which is free for Centrepay Customers. Use Centrepay to arrange regular deductions from your Centrelink payment(s).

This form can only be used to set up, change or cancel a deduction at Kepnock State High School.

### PART A – Your details:

Family Name:	Given Name(s):								
Your Date of Birth / /	Phone Number: ( )								
Your Centrelink Reference Number:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Your Student/s name:									

### PART B – Type of request

If you want to:

#### 1. START

- A new deduction → You must complete PART D and G

#### 2. CHANGE

- A current deduction → You must complete PART E and G

#### 3. CANCEL

- A current deduction → You must complete PART F and G

### PART C – Business Details

Business Name: Kepnock State High School	
Business address: PO BOX 4310, Bundaberg South Q4670	
Business Phone No: (07) 41311888	Business Centrelink Reference Number: 555072603K

### PART D – to START a new deduction

From which payment do you want the deduction to be taken (eg. Age Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?

--

What amount do you want deducted?

The minimum amount for the most deductions is \$10 per fortnight.

You should check with Kepnock State High School to find out what amount you should be paying

Each fortnight \$ \_\_\_\_\_

**Which payment date do you want the deduction(s) to start from?**

Your next available payment date

**OR**

A future payment date   
(Up to 8 weeks in advance)

**Do you want to specify a target amount or end date?**

Your deduction will stop if it is cancelled or if you reach a target amount or end date.

No just continue it until cancelled

**OR**

Yes stop at target amount \$  Amount

**OR**

Yes, stop at end date  End Date

---

**PART E – To change your current deduction**

New deduction amount

\$  Each fortnight  Start date for the change

---

**PART F – to CANCEL your current deduction**

From what date do you want the deductions to stop?

Your next available payment date  **OR** a future payment date

---

**PART G - Authorisation – read, sign and date the statement (MUST be completed)**

I authorise the Australian Government Department of Human Services to make a Deduction of \$..... each fortnight from my nominated Centrelink account and pay the amount to Kepnock State High School, as I have directed within this form.

I give permission for Kepnock State High School to disclose my information to the Department of Human Services for the purposes of checking my account number, billing number and amount I want to pay, and reconciling my payment Deduction details.

I also give permission for Kepnock State High School to give the Department of Human Services my correct account and billing number if required.

I understand that:

I can change or cancel my Deduction at any time; and further information about Centrepay can be found online at [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay)

If I stop using the Business but do not stop my Centrepay deduction(s), the business may instruct the Department of Human Services to stop the deduction(s).

**Your signature**

**Date**