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Reference: **405 027 550B**



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Australian Government
Department of Human Services

centrelink

16 September 2016

Your Youth Allowance

You need to act now to keep your Youth Allowance.

It is time for us to check if you are still eligible for Youth Allowance. To do this, we need to know the income details of your parent/s or guardian/s. Your Youth Allowance will stop if this information is not provided to us **by 14 October 2016**.

What you need to do

You need to give this letter to your parent/s or guardian/s immediately so they can follow the instructions below.

This is a request made under social security law.

Instructions for parent/s or guardian/s

You need to complete the online annual reassessment even if you have recently provided taxable income for other children in your care.

Update your details online quickly and easily

If you have a Centrelink online account, you can update your details by:

- going to **my.gov.au** and signing in to access your Centrelink online account. Select 'Income and Assets' and then 'Advise Parental Income' from the menu and follow the instructions. If you do not have a myGov account, you can create one and link it to your Centrelink online account.

OR

If you do not have a Centrelink online account, you can update your details by:

- going to **humanservices.gov.au/annualreassessment** and follow the instructions to complete the reassessment using this **One Time Access Code B219296487**.

When you go online you need to know

- your child's Customer Reference Number
- your income for the previous financial year, or

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Contact information

For online services



my.gov.au



ExpressPlus mobile apps

For more information



humanservices.gov.au

For complex enquiries



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- an estimate of your income if you have not yet lodged a tax return for that financial year or received a Tax Notice of Assessment.

More information

If you need help using our services online, please go to humanservices.gov.au/online

If we do not receive your parent/s or guardian/s income by 14 October 2016, your Youth Allowance will stop.

Your reference number is 405 027 550B

Taxation

Youth Allowance, like wages and salaries, is part of your taxable income. If tax is not deducted from your allowance, and your total income is over the tax threshold, you may have to pay tax in a lump sum at the end of the financial year. The Australian Taxation Office can tell you how much this may be. You can ask us to take tax out of your payments at any time.

What you must tell us

You must tell us **within 14 days** about events or changes in circumstances affecting your payment. If you get a Reporting Statement, make sure you report your earnings or changes in circumstances on your due date. You can tell us about these changes via self service (Express Plus Centrelink mobile app, online account or phone self service), in writing (fax or post) or visiting one of our service centres.

This request is an information notice given under social security law.

The amount of Youth Allowance you receive may need to be changed if there are changes in your circumstances. If you are paid too much allowance because you do not tell us when you are required to do so, we may ask you to pay it back. There are also penalties for not telling us when required.

You must tell us if any of the changes listed below happen or are likely to happen to you or your parent/s or guardian/s and their partner (if you are dependent), or to you or your partner (if you are independent):

- start paid work or any form of profession, trade, business or self-employment
- marry
- are in or commence a registered or a de facto relationship (either opposite or same-sex)
- reconcile with a former partner or start living with someone as their partner
- separate from your partner
- your partner passes away
- move into or out of long-term care such as a nursing home or hostel
- start or stop receiving income or change income
- get a new investment or change existing investment/s or the investment/s matures (investments include insurance bonds, friendly society investments, public unit trusts, shares, credit unions or other financial institutions)
- make a withdrawal from a deferred annuity, approved deposit fund or superannuation fund investment
- have assets that increase above or decrease below the allowable limits. To find out about allowable limits please go to humanservices.gov.au/youthallowance
- receive or stop receiving a pension, benefit or allowance (other than Family Tax Benefit) from us, or any payment from the Department of Veterans' Affairs or the Department of Employment or a similar type of payment from an overseas source
- are offered, receive or stop receiving a Commonwealth Scholarship from a higher education institution
- have been charged with an offence and are in custody on remand, in a psychiatric institution or in prison (including any dependent children/students)
- have a child under 16 years of age entering your care and control
- have a child under 16 years of age and the child:
 - leaves home
 - is granted a pension, benefit or allowance
 - leaves or decides to leave Australia

- returns to Australia after travelling overseas
- has a sibling under 22 years of age who becomes independent or their care arrangements change
- is granted a pension, benefit or allowance or your parent/s or guardian/s stop receiving Family Tax Benefit for them
- starts or stops being a part-time or full-time student
- starts work or has increased income
- returns to Australia after travelling overseas
- applies for and gets an education allowance from a Commonwealth department
- passes away
- gives birth to a child
- or if you or your sibling/s:
 - start or stop doing unpaid voluntary work
 - stop paid work or any form of profession, trade, business or self-employment
 - are sick or injured and cannot look for work or continue studying
 - receive a compensation payment
 - start or stop being a part-time or full-time student
 - leave a training course before it ends, or are absent for any period
 - apply for, or change, your enrolment at school, college or university or other technical institution
 - receive Rent Assistance and you stop paying rent, or the amount of rent you pay changes or you start or stop sharing accommodation
 - start to pay rent to a state, territory or Commonwealth Housing Authority
 - start living with your parent/s or guardian/s
 - leave or decide to leave Australia (you must tell us before your departure).

Change of address

If you or your parent/s or guardian/s change address, tell us straight away. If unclaimed mail is returned to us, your payments may stop.

What is income

Income includes, but is not limited to personal earnings, sick or holiday pay, sick or accident insurance, compensation, bank interest, net profit from shop or business, gifts or allowances of a regular nature (including an allotment or a dependant's allowance), superannuation, retiring allowance or similar payments for long service leave, interest on mortgage, loans or bonds, dividends from debentures, dividends and/or growth from shares and managed investments, an annuity or income from a deceased estate, income from rent, boarders or lodgers, miner's pension, overseas pension, war pension (disability pension), government assistance, the value of board and/or lodging received in return for services, and profit on withdrawal from some managed investments or rollover/superannuation funds in some situations.

Income does not include Family Tax Benefit, health insurance benefits, pay and allowances received by Defence Force reservists (Army, Navy and Air Force) other than pay and allowances for full-time continuous service.

What are assets

Assessable assets include the value of goods, cars, boats, furniture, money, investments, real estate, personal property, an interest in any property, any debt owing to you or your partner and any other right or interest.

Assessable assets do not include the value of the home you live in, special aids for disabled people, the value of any debt on an asset or unreceivable assets.