

EASY PAY DEDUCTION AUTHORITY FOR HOUSING PAYMENTS

Please complete this form if you want Centrelink to send your housing payments directly to the Department of Communities (Housing and Homelessness Services).

Please ensure that you sign the Authorisation on the second page of this form and return to your nearest Housing Services office.

About you

Surname (Family name)

Given names

If you use a different name with Centrelink, please state it here

Date of birth

Your Centrelink Reference Number CRN

This number can be found on your Health Care Card, Pension Concession Card or Centrelink correspondence.

Type of Centrelink payment

Your rental address

Suburb/Town

State: Queensland

Postcode

Your telephone number

Home ()

Work ()

About your payments to the Department of Communities (Housing and Homelessness Services)

What date do you want the deductions to start?

/ /

Centrelink will send you a letter advising you of the date the direct deductions will commence.

Please continue to make your payments in the usual way until you receive this advice. You must ensure that your rent payments are up to date when the deductions commence

The department will credit your payments to the account/s you have indicated below:

AMOUNT TO BE TAKEN OUT OF YOUR CENTRELINK PAYMENT EACH FORTNIGHT

Type of payment	Fortnightly Amount (\$)	Rental Agreement
Rent		
Rent arrears repayment		
Maintenance/other repayments		
Extra payments		

Authorisation

- I authorise Centrelink to take out of my pension payment each fortnight the amount/s stated above and pay them directly to the Department of Communities (Housing and Homelessness Services). These amounts relate to my agreement with the department.
- I understand that it is my choice to have the above amounts deducted from my Centrelink pension, and that I can withdraw from the scheme at any time.
- I agree that Department of Communities (Housing and Homelessness Services) may provide the answers on this form to the Centrelink and confirm, where necessary, information I have provided on this form with the Centrelink .
- I understand that if the household rent changes, the Department of Communities (Housing and Homelessness Services) will tell Centrelink and the new amount will be taken out of my pension payment from the next available payday.
- I understand that if there is more than one person having payments deducted for rent, any change to the amount to be deducted will be divided in the same percentage proportion as stated on this form unless otherwise advised by me.
- I agree that if a person other than the tenant contributes to payments that are the tenant's legal responsibility, no rights or claims against the Department of Communities (Housing and Homelessness Services) are conferred on that other person.
- I agree that the Department of Communities' (Housing and Homelessness Services) rights or obligations to me or any other occupant of the property are not diminished in any way by the fact that housing payments are received from Centrelink.
- I agree that any credit due at the end of a Department of Communities (Housing and Homelessness Services) tenancy can be paid to any person whose name was on the State Tenancy Agreement as a tenant of the property.

Your signature

Date: ____ / ____ / ____

**PLEASE SIGN THE
AUTHORITY FORM**

Personal Information Privacy

The Department of Communities is collecting personal information on this form to provide you with housing assistance or assess funding applications. This is authorised by the Housing Act 2003. To assist you with your housing needs and services, relevant information may, in very limited and specific circumstances, be disclosed to: Partner agencies, Service providers, Agencies authorised by legislative provisions, and local governments and non-governmental agencies that now, or will, provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any other third party without your consent. More information about the department's privacy policy is available on our website at www.communities.qld.gov.au/privacy

Other things that are important

- Any information you give may be used by Centrelink to check that you are getting your correct entitlement.
- If you have applied to receive a Centrelink payment but have not yet been paid, wait until you start getting paid before completing this form.
- To avoid any difficulties with this deduction, you should immediately advise Centrelink of your new address if you just moved.
- These deductions will continue until you advise in writing either the Department of Communities (Housing and Homelessness Services) or Centrelink to stop them.

Housing Services office use only

Date form received: ____ / ____ / ____

New application: Transfer:

Processing officer's name: _____

Date entered into SAP: ____ / ____ / ____