

EASY PAY AUTHORITY FOR SUSPENDING HOUSING PAYMENTS

Please complete this form if you want the Department of Communities (Housing and Homelessness Services) to suspend your automatic deductions for any period up to 12 weeks (periods longer than 12 weeks must have deductions cancelled).

If you are **not** terminating your tenancy with the Department of Communities (Housing and Homelessness Services) you will need to continue making payments at the Australia Post Office, using your rental payment card. If you do not have a payment card, contact your nearest Housing Services office.

About you				
Surname (Family name)				
Given names				
Date of birth				
Your Bank Account Number	Your Bank Reference Number			
Your rental address				
	Suburb/Town			
	State: Queensland Postcode			
Your telephone number	Home () Work ()			
From what date do you want the deductions to temporarily cease?	<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 30%; text-align: center;">/</td> <td style="width: 30%; text-align: center;">/</td> <td style="width: 40%;"></td> </tr> </table>	/	/	
/	/			
How many fortnights do you require the payment to cease?	<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 100%;"></td> </tr> </table>			
Rental Agreement Number	<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 100%;"></td> </tr> </table>			
Your Signature _____ Date: ____ / ____ / ____				
Personal Information Privacy Notice The Department of Communities is collecting personal information on this form to provide you with housing assistance or assess grant funding applications. This is authorised by the <i>Housing Act 2003</i> . To assist you with your housing needs and services, relevant personal 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				
Housing Services Office Use Only				
Date form received: _____ / _____ / _____	Date entered into SAP: _____ / _____ / _____			
Processing officer's name: _____				