

EASY PAY AUTHORITY FOR CEASING HOUSING PAYMENTS

Please complete this form if you want the Department of Communities (Housing and Homelessness Services) to cancel your automatic payment deductions. 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 Centrelink Reference Number CRN	This number can be found on your Health Care Card, Pension Concession Card or Department of Veterans' Affairs 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 end?	<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> / / </div> <p style="margin-top: 5px; text-align: right;">You may need to allow up to four days for your cancellation to be processed</p>
Type of payment to be cancelled	(please tick)
Rent	<input type="checkbox"/>
Rent arrears repayment	<input type="checkbox"/>
Maintenance/other repayments	<input type="checkbox"/>
Extra payments	<input type="checkbox"/>
Your Signature _____	Date: ____ / ____ / ____
Personal Information Privacy Notice	
<p>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.</p>	
Housing Services Office Use Only	
Date form received: _____ / _____ / _____	Date entered into SAP: _____ / _____ / _____
Processing officer's name: _____	