

## 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 Department of Veterans' Affairs Reference Number			This number can be found on your Repatriation Health Card, Pension Concession Card or Department of Veterans' Affairs correspondence.
Type of Department of Veteran's Affairs 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? / / You may need to allow up to four days for your cancellation to be processed

Type of payment to be cancelled (please tick)	Rental Agreement Number
Rent <input type="checkbox"/>	
Rent arrears repayment <input type="checkbox"/>	
Maintenance/other repayments <input type="checkbox"/>	
Extra payments <input type="checkbox"/>	
<b>Your Signature</b> _____	<b>Date:</b> ____ / ____ / ____

#### 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 *Housing Act 2003*. 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](http://www.communities.qld.gov.au/privacy).

### Housing Services Office Use Only

Date form received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Date entered into SAP: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Processing officer's name: \_\_\_\_\_