



Centrepay Deduction Authority Form

This form is to give us permission to deal directly with Centrelink to deduct your rent from your Centrelink payments through Centrepay.

Further information about Centrelink deduction and confirmation services is available from the Department of Human Services website humanservices.gov.au and our website foundationhousing.org.au/tenants/info-sheets-policies/, at all of our offices and can also be requested from our staff.

Name in full _____

CRN _____ **Date of birth** _____

Address _____

I give permission for the Australian Government Department of Human Services (the department):

- to make a deduction of \$_____ each fortnight from my _____ [name of Centrelink payment] and pay this amount to Foundation Housing (CRN 555 064 020 S) for my residential accommodation costs commencing from __/__/_____.
- I confirm that this deduction has no target amount and no end date.

I give permission for Foundation Housing:

- to disclose my information to the department for the purposes of checking my account number, billing number, and amount I want to pay, and reconciling my payment deduction details
- to give the department my correct account and billing number if required; and
- to change my deduction amount from time to time to ensure my housing payments are met, not including arrears payments unless I provide new authorisation to do so.

I understand that:

- this consent, which is ongoing, remains valid while I am a customer of Foundation Housing unless I withdraw it by contacting Foundation Housing or the department
- Foundation Housing will change my deduction amount from time to time to ensure my housing payments are met
- I can change or cancel my deduction at any time
- if I cancel my deduction this will remove my consent from Foundation Housing and the business cannot set up any deductions until I provide new authorisation
- if I cancel my deduction I will need to make alternative arrangements to pay my rent if I am continuing my rental agreement with Foundation Housing
- if I fall behind in my rent Foundation Housing cannot increase my Centrepay deductions to catch up until I provide new authorisation, and in the meantime I will need to make alternative arrangements to repay any amounts owing; and
- Foundation Housing will maintain a record of my consent for a minimum of two years from the date I cease to be a customer of the business.

For more information visit humanservices.gov.au or call Foundation Housing if you do not have access to the internet.

Customer Signature _____ Date/...../.....