



# 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 Housing.

Please ensure that you sign the Authorisation on the second page of this form and return to your nearest Department of Housing 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 Customer Reference Number (CRN)		This number can be found on your Repatriation Health Card, Pension Concession Card or Department of Veterans' Affairs correspondence.
Type of Centrelink payment		
Your rental address	No. & Street	
	Suburb/Town	
	State	Postcode
	QLD	
Your telephone number	Home	Work

## About Your Payments to the Department of Housing

What date do you want the deductions to start ?

**You must continue to make your payments as you normally do until you receive a letter from Centrelink saying when your payments to the department are going to start.**

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	Amount(\$)	Rental Agreement Number
Rent		
Rent arrears repayment		
Maintenance/other repayments		
Extra repayments		

## Authorisation

- \* I authorise Centrelink to take out of my income each fortnight the amount/s stated above and pay them directly to the Department of Housing. 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 income, and that I can withdraw from the scheme at any time.
- \* I agree that Centrelink may provide the answers on this form to the Department of Housing.
- \* I understand that if the household rent changes, the Department of Housing will tell Centrelink and the new amount will be taken out of my Centrelink 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 Housing are conferred on that other person.
- \* I agree that the Department of Housing's 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 Housing tenancy can be paid to any person whose name was on the Residential Tenancy Agreement as a tenant of the property.

## Your Signature

**PLEASE SIGN THE  
AUTHORITY FORM**

\_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Personal Information Privacy Notice

The Department of Housing 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 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.housing.qld.gov.au/footer/privacy.htm](http://www.housing.qld.gov.au/footer/privacy.htm). This website contains a list of agencies to which information may be disclosed.

## OTHER THINGS THAT ARE IMPORTANT

- \* Any information you give may be used by Centrelink to check that you are getting your correct social security 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 ask either the Department of Housing or Centrelink to stop them.

### Queensland Department of Housing Office Use Only *(Please tick in boxes provided)*

Date form received: \_\_\_\_/\_\_\_\_/\_\_\_\_

New Application:  Transfer:

Processing Officer's Name: \_\_\_\_\_

Date entered into SAP: \_\_\_\_/\_\_\_\_/\_\_\_\_