



### EASY PAY AUTHORITY FOR SUSPENDING HOUSING PAYMENTS

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

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

<b>About You</b>										
Surname (Family name)										
Given names										
Date of birth										
Your Department of Veterans' Affairs File Number	This number can be found on your Repatriation Health Card, Pension Concession Card or Department of Veterans' Affairs correspondence.									
Your rental address	No. & Street									
	Suburb/Town									
	State <b>QLD</b> Postcode									
	Home Work									
Your telephone number										
From what date do you want the deductions to temporarily cease?	<table border="1"> <tr><td> </td><td>/</td><td>/</td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>		/	/						
	/	/								
How many fortnights do you require the payment to cease										
<b>Rental Agreement Number</b>										
<p><b>Your Signature:</b> _____ <b>Date:</b> ____/____/____</p>										
<p><b>Personal Information Privacy Notice</b></p> <p>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.</p> <p>More information about the department's privacy policy is available on our website at <a href="http://www.housing.qld.gov.au/footer/privacy.htm">www.housing.qld.gov.au/footer/privacy.htm</a>. This website contains a list of agencies to which information may be disclosed.</p>										
<b>Queensland Department of Housing Office Use Only</b>										
Date form received:	____/____/____									
Processing Officer's Name:	_____									
Date entered into SAP:	____/____/____									