




# Income Confirmation Scheme Consent

## Purpose

If you are a Centrelink customer you can have your payments and assets verified electronically by participating in the Income Confirmation Scheme.

## Consent and Declaration Statements

1. I \_\_\_\_\_ authorise:
  - the Housing Authority, which operates within the Department of Housing and Works, to use the Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service.
  - Services Australia (the Agency) to provide the results of that enquiry to the Housing Authority.
2. I understand that the Agency will disclose personal information to the Housing Authority including my payment status to confirm my eligibility for products and services.
3. I understand that the information provided to the Housing Authority by the Agency will:
  - confirm details such as:
    - my name,
    - Concession Card status, and
    - number of dependent children.
  - provide details relating to my financial status, such as:
    - type, amount, and date of my payment,
    - the percentage of shared care for each child,
    - details of any deductions from my payment,
    - details of any other income,
    - details of my assets,
    - if I am partnered,
    - historical information about any of the above details.
4. This consent, once provided, is ongoing unless I withdraw it by contacting the Housing Authority or the Agency.

Given Names	Surname	Signature
		
Date of birth	Centrelink Reference Number (CRN)	Date <b>DD / MM / YYYY</b>

### Office use only

File Number

Date **DD / MM / YYYY**

# Income Confirmation Scheme Fact Sheet

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## **What is the Income Confirmation Scheme (ICS)?**

ICS is a service that allows you to authorise Centrelink to provide your income details directly to the Housing Authority.

## **How will it work?**

If you wish to use this service, Centrelink will send your income details electronically to the Housing Authority, enabling us to assess your rent quickly and conveniently. This service is completely voluntary and you can stop at any time by contacting us.

## **Who is eligible?**

Anyone who receives a Centrelink payment and lives in a Housing Authority property can use the service. This includes all members of your household.

## **What details will Centrelink send to the Housing Authority?**

Centrelink will advise the Housing Authority:

- The dollar amount of your last Centrelink payment
- Confirmation of your rate and type of payment
- Details of any deductions taken from your payment
- Child maintenance details
- Details of any other income you have declared to them, including overseas pensions, wages, investment income, property income and superannuation
- Details of any assets you have declared to them, including savings, investments.

## **How will the information be used?**

The information will be used to assess the tenant's entitlement to a rent subsidy, based on Housing Authority policy.

## **What happens if some household members don't want to participate or don't have a Centrelink income?**

Household members who don't or can't participate will still be required to provide proof of their income on request, as they do now. They will have to contact Centrelink themselves for an income statement or provide other details of their income, for example, wage slips, etc. It remains the tenant's responsibility to make sure income details of all your household members are available when required and to advise us when there is a change in your household income.

## **Some good reasons to use this service:**

- Use of the service is free
- It is easy and convenient as we contact Centrelink for you
- You will save time and money by not having to phone or go to a Centrelink office for an income statement
- With your consent, we can request updated income information from Centrelink if you tell us there is a change in your household income during the year.

## **What happens if I want to withdraw from ICS at a later date?**

You can cancel the ICS consent at any time in writing. Remember, if you withdraw from ICS you will have to obtain your proof of income yourself when required. You will have to contact Centrelink and forward the details to us. Please contact your local Housing office if you would like to withdraw your ICS consent or if you have any questions.