

# Centrepay form



## MOUNT ST. JOSEPH GIRLS' COLLEGE

Virtue Courage

133 Maidstone Street Altona VIC 3018

P.O. Box 139 Altona North VIC 3025

ABN22 050 139 663

Email: msjfees@msj.vic.edu.au

Centrepay is a free direct bill paying service available to customers who receive an Australian Government Department of Human Services Centrelink payment, family assistance payment or Parental Leave Pay.

### **PART A – Your details**

Family name

Given name(s)

Your date of birth

Phone number

Your Centrelink Reference Number

### **Part B – Service provider's details**

(MUST be completed to start, change or cancel a deduction)

Service provider's name

Service provider's address

Postcode:

Service providers phone number

Service provider's Centrepay Reference Number

Your account number with the service provider

Reason for payment (College Fees)

### **Part C - to START a new deduction**

From which payment do you want the deduction to be taken (e.g. Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?

What amount do you want to be deducted?

The minimum amount for most deductions is \$10 per fortnight. You should check with your service provider to find out what amount you should be paying.

Fortnightly payment

Which payment date do you want the deductions to start from?

Your next available date OR A future payment date

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**Part C – Authorisation – read, sign and date the statement (MUST be completed)**

I authorise the Australian Government Department of Human Services to make the nominated deduction and pay the amount to the service provider (or as they direct).

I give permission for:

- the information I have provided on this form to be given to Human Services by Mount St Joseph Girls' College.
- the service provider I have nominated on this form to provide my correct account or billing number to Human Services if required.

I understand that:

- if my deduction has a target amount and the final deduction is set to pay less than a \$2, my second last deduction will be increased by up to \$2 to cover the final payment.
- it is my choice to have this amount deducted from my Centrelink payments and I can change my mind at any time.
- If I stop using the service provider but not stop my Centrepay deduction, the service provider may instruct Human Services to stop the deduction.

Your signature

Date