

As a customer of Hume Community Housing Association (Hume Housing) we need to know and confirm some of your details held by the Australian Government Department of Human Services (the department).

We have been assessed and approved by the department to provide these services:

- Centrelink Confirmation eServices
- Centrepay
- Electronic Verification of Rent

In being approved for these services, we must comply with strict guidelines around who accesses the information and how the information is collected and stored.

### Who is eligible to use these services?

Customers who are receiving Rent Assistance or paying rent using Centrepay can authorise us and the department to exchange information.

### What services are available?

#### 1. Centrelink Confirmation eServices (CCeS) - Income Confirmation

CCeS is an electronic service that allows you to authorise the department to provide or confirm your Centrelink details directly to/with us. This saves you having to obtain the details from Centrelink yourself to provide to us.

#### How does it work?

With your consent, the department will send your details to us electronically so we can assess your eligibility for services we provide.

#### What details will the department send to us through CCeS?

Only information that we need will be provided or confirmed by the department. This may include:

- name, address, concession card status, income, assets, shared care arrangements, partner status
- the type of pension or payment, and the amount and date paid

amounts being deducted from your Centrelink payments (for example Child Support or Centrepay), and

- details of any other income you have told the department about.

#### What if some household members choose not to participate in CCeS, or don't receive Centrelink payments?

Household members who don't or can't authorise us to use CCeS will be required to provide proof of their income. This means if they receive a Centrelink payment they will need to request an income statement from Centrelink to provide to us. If they do not receive Centrelink payments, they will need to provide other details of their income, for example, wage slips.

**\* It remains the applicant or tenant's responsibility to make sure income details of all household members are available when required.**

#### How will the information be used?

The information will be used by us to assess your entitlement to services we provide such as reduced rent and ongoing eligibility for housing assistance based on our policy.

#### 2. Centrepay

Centrepay is a voluntary, free and direct bill-paying service. You can choose to have your rent amount deducted from your Centrelink payments and paid directly to us.

Each fortnight the balance of your Centrelink payment is paid into your nominated bank account as it would be normally.

#### How does it work?

Your Centrepay deduction can be set up in the following ways:

- Through our Business: we are able to start your Centrepay deductions for you. You will need to complete a Centrepay Deduction Authority to permit Hume Housing to do this on your behalf
- Online: use your Centrelink online account via myGov
- Telephone: call the department on your regular payment number. You will be asked to give your consent.
- In person: visit a Service Centre

Once your deductions are set up, you may agree to allow Hume Housing to update your Centrepay deduction, if your rent amount changes.

### What details are exchanged?

We will tell the department:

- to change your existing Centrepay deduction or target amount from time to time to ensure your housing payments are met, and
- of your correct account or billing number if required.

### How will the information be used?

The information will be used to ensure the correct amount of rent is being deducted and paid.

### 3. Electronic Verification of Rent (EVoR)

EVoR is a secure, automated process which lets us send limited information about your rent to the department electronically.

This will save you having to personally tell the department every time your rent amount changes.

There are still things you must tell Centrelink such as:

- if you change your address
- if your relationship status changes
- if you start or stop sharing your accommodation
- if you sell or purchase real estate

### How does it work?

Each time there is a change in your rent amount, the new amount will be updated with the department electronically.

### What details will we send to the department?

We will advise the department of:

- your Customer Reference Number, name, address, date of birth, relationship status
- the amount of rent you pay, and
- the date you started paying the rent amount.

### How will the information be used?

The information will be used by the department to assess your eligibility for and rate of Commonwealth Rent Assistance.

### Why use these services?

- these are free services
- you will save time by not having to phone or pick up an income statement
- it is easy and convenient because we will contact the department on your behalf

### What do I do if I want to stop one or all of the services?

You can cancel one or all of the services at any time by contacting us or the department:

- **Centrepay** - By cancelling your Centrepay deduction, you are removing your consent. We cannot make a deduction unless you provide your consent. If you cancel your Centrepay deduction and still need to pay us rent, you will need to make alternative arrangements with us to pay your rent to ensure you don't fall behind.
- **CCeS or EVoR** - If you withdraw your consent for us to use CCeS or EVoR you will need to provide the information to us (that we would have received from the department electronically).

If you would like more information visit [humanservices.gov.au](http://humanservices.gov.au) or book a time to meet with a Hume Housing team member who can assist you further on **9722 4300**

<b>Family Name</b>	<b>Given Names</b>	<b>Customer Code</b>
<input style="width:100%; height:25px;" type="text"/>	<input style="width:100%; height:25px;" type="text"/>	<input style="width:100%; height:25px;" type="text"/>
<b>Date of Birth</b>	<b>Customer Reference Number</b>	
<input style="width:100%; height:25px;" type="text"/>	<input style="width:100%; height:25px;" type="text"/>	
<b>Address</b>		
<input style="width:100%; height:25px;" type="text"/>		

**You must clearly indicate each service you wish for this customer consent to be applied. Please mark the appropriate box with a tick.**

<p><b>1. Centrelink Confirmation eServices- Income Confirmation</b></p>	<p><b>I authorise:</b></p> <ul style="list-style-type: none"> <li>Hume Community Housing Association (Hume Housing) to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink income, asset and payment details to enable the organisation to determine if I qualify for housing assistance / rent subsidy.</li> <li>the Australian Government Department of Human Services (the department) to provide the results of that enquiry to Hume Housing.</li> </ul> <p><b>I understand that:</b></p> <ul style="list-style-type: none"> <li>the department will disclose personal information to Hume Housing including my name, address, payment type, payment status, income, assets, one-off payment, deduction, shared care arrangements, partner status, Youth Allowance Independent Rate to confirm my eligibility for housing assistance / rent subsidy.</li> <li>I can get proof of my circumstances/details from the department and provide it to Hume Housing so that my eligibility for housing assistance / rent subsidy can be determined.</li> <li>if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for housing assistance / rent subsidy provided by Hume Housing.</li> </ul>	<p><b>Yes</b></p> <input style="width:40px; height:25px;" type="checkbox"/> <p><b>No</b></p> <input style="width:40px; height:25px;" type="checkbox"/>
<p><b>2. Centrepay</b></p>	<p><b>I give permission</b> for Hume Community Housing Association (Hume Housing):</p> <ul style="list-style-type: none"> <li>to disclose my information to the Department of Human Services (the department) for the purposes of checking my account, billing or reference number, and amount I want to pay, and reconciling my payment Deduction details</li> <li>to give the department my correct account, billing or reference number if required; and</li> <li>to change my rental deduction from time to time to ensure my housing payments are met, not including arrears payments unless I provide new authorisation to do so.</li> </ul> <p><b>I understand that:</b></p> <ul style="list-style-type: none"> <li>I can change or cancel my Deduction at any time and further information about Centrepay can be found online at <a href="http://humanservices.gov.au/centrepay">humanservices.gov.au/centrepay</a>, and</li> <li>If I fall behind in my rent Hume Housing cannot increase my Centrepay deduction to catch-up until I provide new authorisation.</li> </ul>	<p><b>Yes</b></p> <input style="width:40px; height:25px;" type="checkbox"/> <p><b>No</b></p> <input style="width:40px; height:25px;" type="checkbox"/>

<p><b>3. Electronic Verification of Rent (EVoR)</b></p>	<p><b>I authorise:</b></p> <ul style="list-style-type: none"> <li>Hume Community Housing Association (Hume Housing) to collect and use my current and future accommodation information and to provide it to the Australian Government Department of Human Services (the department) for reassessment of my eligibility for Commonwealth Rent Assistance.</li> </ul> <p><b>I understand that:</b></p> <ul style="list-style-type: none"> <li>the information collected and used by Hume Housing and provided to the department may include my Centrelink Customer Reference Number, family name, given name, date of birth, address, household rent, individual rent, and relationship status.</li> <li>every time Hume Housing provides information to the department, I will be advised in writing.</li> <li>I must contact the department myself if:             <ul style="list-style-type: none"> <li>I change my address</li> <li>My relationship status changes</li> <li>I start or stop sharing my accommodation with someone else</li> <li>I purchase or sell any real estate</li> </ul> </li> <li>If I withdraw consent in relation to EVoR, I will be responsible for notifying the department of all future changes to my accommodation circumstances.</li> </ul>	<p><b>Yes</b></p> <input type="checkbox"/>  <p><b>No</b></p> <input type="checkbox"/>
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I understand that:

- this consent, once signed, is effective for the service/s indicated, and only for the period that I am a Customer of Hume Housing.
- consent is ongoing, but may be withdrawn by me, at any time, by giving notice to Hume Housing or by contacting the department.
- Hume Housing will maintain a record of my consent.

For more information visit [humanservices.gov.au](http://humanservices.gov.au)

**Signature:** \_\_\_\_\_

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

**Internal Use Only:**

Received/ processed by:	Officer Name:
	Position:
	Signature:
	Date:

	initials
All details cross checked with ID documents	
All details cross checked with Lease	
All details confirmed as correct with SDM	
MCA processed in SDM	

**PRIVACY IS IMPORTANT: Remember your EVoR, CCeS and Centrepay Rules**