



Checklist for claiming Farm Household Allowance

Farm Household Allowance helps farmers and their partners who are experiencing financial hardship meet basic household needs and improve their long term financial security.

The most efficient way to claim Farm Household Allowance is online. Paper claim forms are also available but may take longer to process.

Both farmers and their partners may be eligible for Farm Household Allowance. Both partners must submit a separate claim.

Every claim is different and needs specific information and supporting documents. As the customer completes their claim they will see what other information they need to supply.

If the customer has these documents electronically, they can upload them to their online claim. Submitting all paperwork at the same time will ensure the customer is paid from the earliest possible date.

If the customer does not have access to the internet, they can take their documents to a Centrelink Service Centre or Centrelink Agent. They can also contact a Rural Financial Counsellor for help in lodging their claim.

Supporting documents you may need to supply

Identity

- Proof of identity documents:
 - One Commencement of Identity document to verify birth or arrival in Australia, such as a birth certificate, visa or citizenship certificate, **and**
 - Two other documents showing use of the identity — a primary document, such as an Australian drivers licence and a secondary document, such as a bank ATM card
- Centrelink Reference Number (CRN). The customer can visit a service centre with proof of identity documents if they do not know their CRN

Property and real estate

- Shire or council rates notice of each property owned
- Title details of each property owned
- Copy of customer's signed lease or tenancy agreement if renting
- Real estate details form if home has more than one title, or is on a block of land larger than 2 hectares or is used to produce an income*

Assets and liabilities

- Details of all bank accounts including the balance of each account at the **date of claim**
- List of assets e.g. land, major plant and equipment, livestock, shares, cash in bank
- Water rights documentation (including the value) for all water assets held
- All shares and investments and their statements to support this, e.g. milk company share statements
- List of liabilities e.g. all loans, hire purchase, plus any other loans or money owed
- Loan statements

Income and financials

- Latest tax returns – business and personal (customer's and partner's)
- Latest balance sheets for all businesses
- Evidence of off farm income, such as payslips, from the date of claim
- Current financial year profit and loss statements e.g. contracting, agistment. Be aware that farm profit and loss is assessed separately from contracting.
- Private Trust form* and Trust tax return if the farm enterprise is a trust
- Private Company form* and Company tax return if the farm enterprise is a company
- Confirmation of customer's leave entitlements or redundancy payments they may have received over the past 12 months — if they have been employed and taken leave or a redundancy
- Details of any compensation received