

Use this form to work out your involvement in a business.

When to use this form



Use this form if you (and/or your partner):

- are self-employed or involved in a sole trader business or partnership (in Australia or outside Australia), or
- were involved in a business before claiming JobSeeker Payment or Youth Allowance.

You do **not** need to complete this form if you (and/or your partner) are:

- no longer involved in a business, and
- claiming a payment other than JobSeeker Payment or Youth Allowance.

If you need your accountant to provide documents and/or information, we will not reimburse fees charged by the accountant.

Online services



Upload documents

You can complete this form on your computer, print and sign it, and upload it and any supporting documents online.

For more information about how to access an online account or how to lodge documents online, go to servicessaustralia.gov.au/submitdocumentsonline

What else you will need to provide

If you are making a claim, you must return this form and **all** other supporting documents at the same time you lodge your claim form. If you do not return all documents, your claim may not be accepted. The only exception will be if you are waiting for medical evidence or other documents from a third party.

Definitions

Business partner

A business partner is a person or entity who you operate a business partnership with.

A partnership is 2 or more people or entities operating a business with the intention of making a profit.

Partner

If you have a partner, we generally consider you a member of a couple. Under social security and family assistance law, we consider you a member of a couple if you are either:

- married
- in a registered relationship
- in a de facto relationship.

We may still consider you a member of a couple if you are not physically living with your partner. For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

For more information, go to servicessaustralia.gov.au/moc

For more information

Go to servicessaustralia.gov.au/businesses

If you need to call us, go to servicessaustralia.gov.au/phoneus

We can translate documents you need for your claim or payment for free.

To speak to us in other languages, call **131 202**.



Note: Call charges may apply.

If you have a hearing or speech impairment, you can contact the **TTY service Freecall™ 1800 810 586**. A TTY phone is required to use this service.



Filling in this form

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this ► Go to 1 skip to the question number shown. You do not need to answer the questions in between.

- 1 Do you (and/or your partner) have an interest in any business run through a **private trust**?
- No ► Go to next question
- Yes  Do NOT use this form to provide details for any business run through a private trust. Instead you will need to complete and return a **Private Trust (Mod PT)** form for each private trust you (and/or your partner) have an interest in. If you do not have this form, go to servicesaustralia.gov.au/forms. If you have another business that is not part of a private trust ► Go to next question
- 2 Do you (and/or your partner) have an interest in any business run through a **private company**?
- No ► Go to next question
- Yes  Do NOT use this form to provide details for any business run through a private company. Instead you will need to complete and return a **Private Company (Mod PC)** form for each private company you (and/or your partner) have an interest in. If you do not have this form, go to servicesaustralia.gov.au/forms. If you have another business that is not part of a private company ► Go to next question

About you

- 3 Your Centrelink Reference Number (if known)
- - -
- 4 Name
- Family name
-
- First given name
-
- Second given name
-
- 5 Date of birth
- / /

About your business

You will need to complete a separate **Business details (Mod F)** form for each other business that you or your partner are involved in and have not told us about. If you do not have this form, go to servicesaustralia.gov.au/forms

- 6 Who is self-employed or involved in a sole trader business or partnership?
- For the definition of a partner, refer to page 1.
- Tick one only**
- You ► Go to next question
- You and your partner ► Go to next question
- Your partner ► Your partner will need to complete and sign this form. ► Go to next question
- 7 Are you (and/or your partner) self-employed or operating a business as a:
- Sole trader ► Go to 12
- Partnership ► Go to next question



CLK0Mod(F) 2003

8 Read this before answering the following questions.

Only answer questions 9 and 10 if you (and/or your partner) are age pension age or claiming Age Pension otherwise, **go to 11**

To work out if you (or your partner) are age pension age, use the table below.

Date of birth	Qualifying age at
1 July 1952 to 31 December 1953	65 years and 6 months
1 January 1954 to 30 June 1955	66 years
1 July 1955 to 31 December 1956	66 years and 6 months
From 1 January 1957	67 years

The Work Bonus also applies to self-employment income of age pension age customers if the income earned is a direct result of your actions or effort in a particular task.

This means if you work for financial gain or reward, that involves your personal exertion, you will be eligible to have the Work Bonus applied to that income. For example, book keeping, lawn mowing and/or other tasks where your direct involvement generates that income. We call this active self-employment.

9 Does your (and/or your partner's) role in the business involve personal exertion?

This **does not** include domestic or household maintenance tasks and management or administration of your place of residence or any financial investment or real property belonging to:

- a member of your family group
- a company that is a family company
- a trustee or trustees of a trust that is a family trust.

No **Go to 11**

Yes **Go to next question**

10 What percentage of the income is from personal exertion?

You

 %

Your partner

 %

11 Who are your business partners?

For the definition of a business partner, refer to page 1.

Give details below of each business partner's share of profit/loss.

Business partner's name	Share of profit/loss
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %

12 What is the name and address of the business?

Name of business


Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

13 On what date did you commence operating in the business?




 / /

Business income and assets

14  Provide the relevant documents from the table below. If you and your partner have **both** completed a **Business details (Mod F)** form, only one copy of documents per **couple** is required. If you do not have this form, go to servicessaustralia.gov.au/forms

	Tick all that apply
ALL businesses	
Latest personal Income Tax Return for you This could be a copy of documents lodged through myTax	<input type="checkbox"/>
A list of current balances for each investment and bank account that the business operates	<input type="checkbox"/>
Latest balance sheet If you do not have a balance sheet, you can provide a list of the type and amount of each asset or liability of the business	<input type="checkbox"/>
Latest Depreciation Schedule	<input type="checkbox"/>
Latest Profit and Loss Statement If a Profit and Loss Statement has never been completed for the business or partnership and you are not able to obtain one from your accountant, complete the Profit and Loss Statement (SU580) form. If you do not have this form, go to servicessaustralia.gov.au/forms	<input type="checkbox"/>
If you receive income from more than one type of business activity, you will need to provide separate Profit and Loss Statements for each business activity.	
Partnerships ONLY	
Partnership Agreement	<input type="checkbox"/>
Latest partnership Income Tax Return	<input type="checkbox"/>
If your partner is a business partner also, their personal Income Tax Return	<input type="checkbox"/>
Current and capital account details for each business partner	<input type="checkbox"/>

Current business details

- 15** Does the business hold any real estate?
 No *Go to next question*
 Yes  You will need to complete and return a **Real estate details (Mod R)** form. A separate form must be completed for each property. If you do not have this form, go to servicessaustralia.gov.au/forms
- 16** Is your current income from the business different to that shown on the latest Profit and Loss Statement or Income Tax Returns?
 No *Go to next question*
 Yes  Provide the following:
 - reason(s) why the income is different to the latest Profit and Loss Statement or Income Tax Return
 - estimated current wages for each business partner
 - documents which support your estimate (for example, interim Profit and Loss Statement).
- 17** Is the value of the current business assets and liabilities different to that shown on the latest balance sheet?
 No *Go to next question*
 Yes  Provide a separate sheet with the following details:
 - the current value of the assets and any liabilities
 - reason(s) why the asset value is different
 - any documents that support your estimate.
- 18** Is the business still operating?
 No *Go to next question*
 Yes **Go to 22**
- 19** Why is the business no longer operating?
 For example, sold, lease expired or in liquidation.

- 20** When did the business stop operating?
 _____ / _____ / _____
- 21** Do you intend to resume trading in the business?
 No **Go to 26**
 Yes **Go to 26**

22 Are you still working in the business?

No ► **Go to 24**

Yes ► *Go to next question*

23 Provide details of the type of duties you perform and the number of hours you spend each week on these duties.

Type of duties performed (for example, maintenance of equipment, obtaining contracts, book keeping)	Hours per week
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

► **Go to 25**

24 Do you intend to resume work in the business?

No

Yes

25 Is anyone else helping you with running the business?

No ► *Go to next question*

Yes ► Tick applicable box(es) and provide details

Type of help	Hours per week
Substitute <input type="checkbox"/>	<input type="text"/>
Business partner <input type="checkbox"/>	<input type="text"/>
Contractor <input type="checkbox"/>	<input type="text"/>
Partner or de facto <input type="checkbox"/>	<input type="text"/>
Other (give details below)	
<input type="text"/>	<input type="text"/>

Privacy notice

26 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We need to collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

Declaration

27 I declare that:

- the information I have provided in this form is complete and correct.

I understand that:

- if submitting this document as part of a claim, the claim may not be accepted unless supporting documents are lodged at the same time as the claim. The only exception will be if I am waiting for medical evidence or other documents from a third party.
- Centrelink can make relevant enquiries to make sure I receive the correct entitlement.
- giving false or misleading information is a serious offence.

Your signature

Date

/ /

Returning this form

Return this form and any supporting documents:

- online** using your Centrelink online account. For more information, go to servicesaustralia.gov.au/submitdocumentsonline
- in person** at one of our service centres, if you are unable to use your Centrelink online account.