



# 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



## Farm Household Allowance claim process for customers who have previously received three years of entitlement

FHA has been extended from three years to four years. This extension takes effect on 1 August 2018.

For customers who have previously received three years of entitlement the Department of Human Services has simplified claiming for the additional year of payment. As part of this process, staff will work to ensure that a customer won't need to resupply information wherever possible. In most cases, this existing information can be confirmed verbally. If there are changes to a customer's circumstances, then updated documentation may need to be provided.

This assessment process is only available to customers who have previously received three years of entitlement and are claiming the additional year of payment. The existing claim process will apply to new claimants or customers returning to payment for any other reasons.

**The table below is designed to help staff determine when to request the further documentation.  
 This is a guide only.**

Category	Circumstance	Verbal	Documentation required
<b>Proof of Identity</b>	Not verified		
<b>Farm Related</b>	Purchase/sale of a farm		
	Confirmation of farmer status		
<b>Income</b>	Employment income		
	Other income		
<b>Business Income Estimate</b>	Update Business Income Estimate		
<b>Relationship Status</b>	No change to marital status		
	Change of marital status		
<b>Assets</b>	No change to assets		
	Change in assets = decreased < \$10,000		
	Change in assets = decreased > \$10,000		
	Change in assets = increased < \$20,000		
	Change in assets = increased > \$20,000		
<b>Real Estate</b>	No change to real estate values/holdings		
	Changes to real estate values/holdings		
<b>Trusts and Companies</b>	If a CAO assessment has been completed: within the past 12 months		
	If a CAO assessment has been completed: over 12 months ago		