



Privacy notice

Your personal information is protected by law, including the *Privacy Act 1988*. Your personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

[Read more: How DVA manages personal information.](#)

The information requested on this form and on any associated forms is to assess your entitlement to a benefit under the *Veterans' Entitlements Act 1986*.

Please read the notes on page 3 regarding how employment income is assessed by DVA.

Your Details

1. Surname

2. Given name(s)

Employment Details

3. Name of your employer

4. Your job/occupation

5. Your employer's contact details

Employer's address

POSTCODE

Employer's phone number

Employer's fax number

Contact name

6. What is your pattern of work for this employer?

Regular You work the same number of hours and receive a regular wage each week/fortnight/month

Variable You work variable hours and receive a variable wage each week/fortnight/month

Contract You are employed for a fixed period according to the terms of a contract

Other Please provide any other details regarding the pattern of your employment that affects the rate of income you receive

7. Is it likely that your work pattern will change in the next 6 months?

No

Yes ► Please provide details

8. Evidence of your employment income

Please provide following documents which show evidence of the income you earn from employment:

- Pay slips for the **last three months**;
- Employment contract if you are working for a fixed period on a contract basis.

Please list the documents you have enclosed

9. Do you receive any other benefits from your employer as part of your salary package?

No

Yes ► Please provide details

This could include:

- Salary sacrificed to a super fund;
- Provision of vehicle, accommodation etc.;
- Health insurance payments;
- Other benefits.

Please also provide documentation that sets out the salary packaging arrangement if not shown on pay slips

10. Do you receive workers compensation payments as part of, or in addition to, your gross wages?

No

Yes ► Please provide details

Provide documentation if not shown on pay slips

Declaration

I declare that the information I have given in this form is complete and correct.
I have attached requested evidence of my employment.

Giving false or misleading information is a serious offence

11. Your signature



Date

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Employment Income - DVA Income Support Assessment

How does employment income affect my pension?

If you receive a service pension, age pension or income support supplement from DVA, any income you earn from employment will be taken into account in calculating your rate of pension under the income test.

What is employment income?

Any income amount you earn, derive or receive in the course of your employment is assessable employment income for DVA income test purposes.

Employment income may include all types of income that you earn from your employment, such as wages, salary, bonuses, penalty rates, leave payments, fees, commissions etc. Employment income also includes the salary that you sacrifice for payment into a superannuation fund or the cash equivalent of non-cash benefits such as a vehicle or accommodation.

If you receive allowances from your employer to meet the cost of work-related expenses, such as the cost of travel or work clothing, these amounts are not assessed as part of your employment income providing you actually use the allowance to pay for work-related expenses.

How is my employment income assessed?

DVA will assess your gross rate of employment income for income test purposes. How we calculate your gross rate of income will depend on the pattern of your employment.

Regular employment

If you work regular hours and receive a regular rate of pay, DVA will assess your ongoing gross rate of regular pay as your employment income.

Variable employment

If you work variable hours, including periods where you do not work at all, and receive variable pay depending on the hours you work, DVA will assess an average gross employment income calculated over an agreed period. The period (e.g. 13 fortnights, 6 months) will depend on your pattern of work and pay. You should provide copies of your payslips at the end of the agreed period as evidence of your employment income.

One off employment

If you engage in a short term period of one off employment that is unlikely to be repeated in the following 12 months, DVA will assess the gross amount of employment income you earn during this period for the following 12 months. For example, if you were employed as a census worker for the period 1 June to 20 June and earned a gross amount of \$800, DVA would assess employment income of \$30.77 per fortnight ($\$800/26$) for the 12 months from 1 June.

What do you need to tell DVA about your employment?

If you receive an income support payment from DVA, you will be issued with notices stating that you must advise DVA within 14 days (28 days if you are overseas or receive remote area allowance) of changes in your circumstances that would affect your rate of pension. You should notify if any of the following events occur:

- you commence new employment;
- your rate of regular employment income increases, due to a pay rate increase or because you worked additional hours or received an additional bonus payment;
- you work variable hours and there is a significant change in the pattern of your work.

What do you need to tell DVA about your employment?

If you receive an income support payment from DVA, you will be issued with notices stating that you must advise DVA within 14 days (28 days if you are overseas or receive remote area allowance) of changes in your circumstances that would affect your rate of pension. You should notify if any of the following events occur:

- you commence new employment;
- your rate of regular employment income increases, due to a pay rate increase or because you worked additional hours or received an additional bonus payment;
- you work variable hours and there is a significant change in the pattern of your work.

What is the Work Bonus?

The work bonus is an incentive to encourage older pensioners, who are able, to continue working. For eligible older pensioners, the first \$250 per fortnight employment income will be disregarded under the income test.

Eligible older pensioners who are not employed, or have employment income under \$250 per fortnight, can accrue a credit in a Work Bonus Bank of up to \$6,500 that can be used to offset future employment income under the income test.

For more information refer to Fact Sheets

- IS94 - Wages and Earnings
- IS99 - Work Bonus