



In case pages of this form become separated, please place your name on the top of each page.

This form can be filled in on screen and saved for printing. If you are completing it by hand, please write in BLOCK letters using a blue or black pen (not pencil).

You must complete this form if:

- you are self-employed or involved in a sole-trader business or partnership (in Australia or outside Australia);
- you were involved in a business prior to claiming an income support payment from DVA.

Do NOT complete this form if:

- you are **not involved in a business**;
- you have an interest in **any business run via a private trust** (you will need to complete form **D0601 Private Trust** for each private trust you have an interest in);
- you have an interest in **any business via a private company** (you will need to complete form **D0600 Private Company** for each private company you have an interest in).

Please contact DVA for a copy of these forms, or download them from the DVA website at:

<http://www.dva.gov.au/dvaforms/Pages/home.aspx>

About the information you give

Legal Authority

Personal information is protected by law. The authority to collect this information is contained in the *Veterans' Entitlements Act 1986* (VEA).

Why we need the information

The information sought on your claim form and on any additional forms is required to assess your eligibility for a benefit under the *Veterans' Entitlements Act 1986*.

Your responsibility

If any details you give in this form change, you are required under section 54 of the *Veterans' Entitlements Act 1986*, to notify DVA within 14 days (28 days if you live overseas or receive remote area allowance).

Giving false or misleading information is a serious offence.

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.](#)

How to contact DVA

For information, please call the Department of Veterans' Affairs (from anywhere in Australia) on:

1800 555 254

State	Address	Postal address
New South Wales	Centennial Plaza Tower B 280 Elizabeth Street Sydney NSW 2001	GPO Box 9998 Brisbane QLD 4001
Victoria	300 La Trobe Street Melbourne VIC 3000	GPO Box 9998 Brisbane QLD 4001
Queensland	480 Queen Street Brisbane QLD 4000	GPO Box 9998 Brisbane QLD 4001
South Australia	Westpac House 91 King William Street Adelaide SA 5000	GPO Box 9998 Brisbane QLD 4001
Western Australia	AMP Building 140 St Georges Terrace Perth WA 6000	GPO Box 9998 Brisbane QLD 4001
Tasmania	Barrack Place 254 - 286 Liverpool Street Hobart TAS 7001	GPO Box 9998 Brisbane QLD 4001
Northern Territory	Winnellie Central 14 Winnellie Road Winnellie NT 0820	GPO Box 9998 Brisbane QLD 4001
Australian Capital Territory	6 Bowes Street Woden ACT 2606	GPO Box 9998 Brisbane QLD 4001

1. Your details

Your name

Mr Mrs Miss Ms Other

Surname

Given name(s)

Home address

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

POSTCODE

Postal address (if different from home address)

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

POSTCODE

DVA file No.

Date of birth

2. Do you have an interest in any business run via a private trust?

No ► Go to the next question.

Yes ► Do NOT use this form to provide details for any business run via a private trust.

You will need to complete form **D0601 Private Trust** for each private trust you have an interest in.

3. Do you have an interest in any business run via a private company?

No ► Go to the next question.

Yes ► Do NOT use this form to provide details for any business run via a private company.

You will need to complete form **D0600 Private Company** for each private trust you have an interest in.

4. Do you have an interest in any other business?

No ► Do NOT continue with this form if you are not involved in a business.

Yes ► Go to the next question.

5. Are you involved in more than one business as a sole-trader and/or partnership?

No ► Go to the next question.

Yes ► You will need to complete a separate **D0525** form for each business you are involved in.

How many copies of the **D0525** form do you need?

Self-employed/sole-trader details

6. Are you self-employed or a sole-trader? No ► Go question **20**
Yes ► Go to the next question.

7. What is the name and address of the business?

Name of business

Address of business

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

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8. On what date did you commence operating this business?

9. What type of business or self employment are you involved in (e.g. dairy farm, milk bar, newsagency)?

10. Does the business hold any real estate?

No ► Go to the next question.

Yes ►



You will need to complete and attach form **D0633 Part B - Real Estate Details**. A separate form must be completed for each property. Please contact DVA for a copy or download it from the DVA website at: <http://www.dva.gov.au/dvaforms/Pages/home.aspx>

11. Please read this before answering questions 12 to 18.

You need to provide documents for your claim to be assessed. Please ensure that all tax returns and financial statements are for the same financial year. If you cannot attach the requested documents to this form, you must advise the date you will be providing them. DVA may not be able to finalise your claim until you provide the requested documents.

12. Can you provide your latest tax return?

No ► I will provide it by

Yes ►



Attach your latest personal income tax return to this form.

13. Can you provide the latest profit and loss statement for your business?

No ► I will provide it by

Yes ►



Attach the latest profit and loss statement to this form.

14. Can you provide the latest balance sheet?

No I will provide it by

▶ Go to the next question

Note: If you are unable to provide a balance sheet, provide a list of the type and amount of each liability and asset of the business in question 15 below.

Yes ▶



Attach the latest balance sheet to this form.

15. If you ticked No at question 14, please list the current assets and liabilities of your business.

Assets	Value	Liabilities	Value
<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"/>	<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"/>
<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"/>	<input type="text"/>	\$ <input type="text"/>

16. Is the value of the current business assets and liabilities different to that shown on the latest balance sheet?

No ▶ Go to the next question

Yes ▶



Attach a separate sheet with the following details:

- the current value of the businesses' assets and any liabilities
- reasons why the businesses' asset value is different, and
- any documents that support your businesses' estimate.

17. Can you provide the latest depreciation schedule?

No ▶ I will provide it by

Yes ▶



Attach the latest depreciation schedule to this form.

18. Is your current income from your business different to that shown on the latest profit and loss statement or tax returns?

No ▶ Go to the next question

Yes ▶



It would be in your interest to provide the following:

- your estimate of the type (e.g. wages, distributions, dividends etc.) and gross amount of the income for this financial year;
- reasons why the income is different to the latest income tax returns; and
- documents which support your estimate (e.g. interim profit and loss statement).

19. Do you perform “gainful work” which generates income for the business?

Gainful work is work that involves **active participation** on the part of the person concerned.

Gainful work **does not** include:

- management of financial investments owned by your family or family company or trust;
- management of property leased by your family or family company or trust; or
- domestic duties in association with your home.

No

Yes

Business partnership details


20. Are you involved in a business partnership?

No ► Go to question **40**

Yes ► Go to the next question

21. Do you have a partnership agreement?

No ► Go to the next question

Yes ►  Attach a copy of the partnership agreement to this form.

22. What is the name and address of this partnership?

Name of partnership

Address of partnership

POSTCODE

23. On what date did the partnership commence?

24. Who are the partners of this partnership?

Please specify each partner’s share of profit/loss.

Partner 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"/> %
<input type="text"/>	<input type="text"/> %

25. What type of business is the partnership involved in (e.g. property development)?

26. Does the partnership hold any real estate?

No ► Go to the next question

Yes ►



You will need to complete and attach form **D0633 Part B - Real Estate Details**. A separate form must be completed for each property. Please contact DVA for a copy or download it from the DVA website at: <http://www.dva.gov.au/dvaforms/Pages/home.aspx>

27. Please read this before answering questions 28 to 39.

You need to provide documents for your claim to be assessed. Please ensure that all tax returns and financial statements are for the same financial year. If you cannot attach the requested documents to this form, you must advise the date you will be providing them. DVA may not be able to finalise your claim until you provide the requested documents.

28. Can you provide your latest personal income tax return?

No ► I will provide it by

Yes ►



Attach your latest personal income tax return to this form.

29. Is any business partner listed in question 22, your partner?

No ► Go to question 31

Yes ► Go to the next question.

30. Can you provide your partner's latest personal income tax return?

No ► I will provide it by

Yes ►



Attach your partner's latest personal income tax return to this form.

31. Can you provide the latest partnership income tax return?

No ► I will provide it by

Yes ►



Attach the latest partnership income tax return to this form.

32. Can you provide the latest profit and loss statement for your partnership?

No ► I will provide it by

Note: If a profit and loss statement has never been completed for your partnership and you are unable to obtain one from your accountant, we may need to contact you for more information.

Yes ►



Attach the latest profit and loss statement for your partnership to this form.

33. Can you provide the latest balance sheet for your partnership?

No I will provide it by

Note: If you are unable to provide a balance sheet, provide a list of the type and amount of each debt and asset of the partnership.

Yes



Attach the latest profit and loss statement for your partnership to this form.

34. Is the value of the current partnership assets and liabilities different to that shown on the latest balance sheet?

No Go to the next question

Yes



Attach a separate sheet with the following details:

- the current value of the partnerships' assets and any liabilities;
- reasons why the partnerships' asset value is different; and
- any documents that support your partnerships' estimate.

35. Can you provide the latest depreciation schedule for your partnership?

No I will provide it by

Yes



Attach the latest depreciation schedule for your partnership to this form.

36. Can you provide the current and capital account details for each business partner?

No I will provide it by

Yes



Attach your business partner's current and capital account details to this form.

37. Can you provide separate schedules showing balances, income and expenses for each investment, loan and bank account itemised on the partnership tax returns?

No I will provide it by

Yes



Attach separate schedules showing balances, income and expenses for each investment, loan and bank account itemised on the partnership tax returns to this form.

38. Is your current income from the partnership different to that shown on the latest profit and loss statement or tax returns?

No Go to the next question.

Yes



It would be in your interest to provide the following:

- your estimate of the type (e.g. wages, distributions, dividends etc.) and gross amount of the income for this financial year;
- reasons why the income is different to the latest income tax returns; and
- documents which support your estimate (e.g. interim profit and loss statement).

39. Do the following persons perform “gainful work” which generates income for the business?

Gainful work is work that involves **active participation** on the part of the person concerned.
 Gainful work **does not** include:

- management of financial investments owned by your family or family company or trust;
- management of property leased by your family or family company or trust; or
- domestic duties in association with your home.

YOU
 No Yes

YOUR PARTNER
 (if your partner is also a business partner)
 No Yes

Recent changes to your business

40. Is your business still operating? No ► Go to the next question.
 Yes ► Go to question 44

41. Why is your business no longer operating (e.g. sold, lease expired, in liquidation)?

42. When did your business stop operating?

	/		/	
--	---	--	---	--

43. Do you intend to resume trading in your business? No
 Yes ► When do you intend to start trading in your business?

	/		/	
--	---	--	---	--

44. Is your business generating any income? No
 Yes

45. Have you stopped working in your business? No ► Go to the next question.
 Yes ► Go to question 47

46. 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 (e.g. maintenance of equipment, obtaining contracts, book keeping)	No. of hours per week

► Go to question 48

47. Do you intend to resume work in the business?

No

Yes ► When do you intend to resume work in your business?

/ /

48. Is anyone else helping you with running the business?

No ► Go to the next question.

Yes ► Tick applicable box(es) and provide details

Type of help		No. of 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	<input type="checkbox"/>	<input type="text"/>
Other (give details)		
<input type="text"/>		<input type="text"/>

Accountant details

49. Your accountant's details.

Name of accountant

Address of accountant

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

POSTCODE

Phone number

Checklist

50. Which of the following forms, documents and other attachments are you providing with this form?

If you are not sure, check the question to see if you should attach the documents.

Where you are asked to supply documents, please attach original documents. We will return these documents to you by registered post.

- Real estate details (form **D0633 Part B - Real Estate Details**)
(if you answered Yes at **question 10** or **question 26**)
- Latest personal income tax return
(if you answered Yes at **question 12** or **question 28**)
- Latest profit and loss statement
(if you answered Yes at **question 13** or **question 32**)
- Latest balance sheet
(if you answered Yes at **question 14** or **question 33**)
- Latest depreciation schedule
(if you answered Yes at **question 17** or **question 35**)
- Your estimates, reasons income is different to the latest tax returns and documents which support your estimate
(if you answered Yes at **question 18** or **question 38**)
- Partnership agreement
(if you answered Yes at **question 21**)
- Partner's latest personal income tax return
(if you answered Yes at **question 30**)
- Latest partnership income tax return
(if you answered Yes at **question 31**)
- Your estimates, reasons, assets and liabilities for partnership, which support your estimate (if you answered Yes at **question 34**)
- Business partner's current and capital account details
(if you answered Yes at **question 36**)
- Separate schedules showing balances, income, expenses for each investment, loan & bank account itemised on tax returns
(if you answered Yes at **question 37**)

Declaration

51. Declaration

I declare that:

- the information provided in this form is complete and correct.
- I give permission to contact my accountant for any relevant information necessary to assess my claim.

I understand that:

- giving false or misleading information is a serious offence.
- DVA can make relevant enquiries to ensure I receive the correct entitlement.

Signature



Date

/ /