



HOW TO SIGN UP FOR CENTREPAY TO PAY SCHOOL FEES

Centrepay is a free and voluntary bill-paying service for Centrelink customers. It allows you to have regular amounts deducted from your Centrelink payments to pay school fees directly to your school.

WAYS TO SIGN UP FOR CENTREPAY

1. THROUGH MYGOV

- Log in to your MyGov account and select Centrelink.
- Go to 'Payments and Claims' > 'Manage Payments' > 'Centrepay'.
- Choose 'Add a Deduction'.
- Enter the following details:
 - Southport State High School Centrepay Reference Number (**CRN: 555-071-822-X**)
 - The deduction amount – the minimum required to pay 1 year of School Resource Fees within 1 calendar year is: \$15.50 per student.
 - Service: Education Expenses
 - Benefit Group: Eg. Family Tax Benefit, Pension etc.
 - Your Reference ID: "Students Full Name – eg. John Smith"
 - Start & End Date
 - Confirm and submit your deduction request

2. USING THE EXPRESS PLUS CENTRELINK APP

- Open the app and log in.
- Tap 'Centrepay' under the main menu.
- Follow the prompts to add a new deduction.

3. THROUGH THE SCHOOL

- Request a Centrepay Deduction Authority form to be emailed or collected from the Finance Office
- Print, Complete & Sign the Centrepay Deduction Authority form. (NB. You cannot digitally sign the form)
- Return the form to the Finance department at school to be submitted to Centrelink on your behalf.

NEED HELP?

- Visit a Centrelink Service Centre.
- Call your regular Centrelink payment line.
- Visit servicesaustralia.gov.au/centrepay for more details.