

## **Proof of income**

Proof of income must be less than 2 weeks old, except if you're self-employed and providing a tax return as proof of your income.

## **Income from Centrelink or other government agencies**

If you receive a pension, allowance or other payment from a government agency, provide 1 of the below:

- an income statement from the agency or department showing your pension or allowance payments
- a statement from WorkCover SA confirming your current income maintenance payments

Remove tax file numbers from all documents you provide.

## **Centrelink Income Confirmation Service**

If you receive an income from Centrelink, you can choose to have your income details provided electronically from Centrelink directly to your housing provider, such as Housing SA, through the Income Confirmation Service (ICS). This is a free and voluntary service.

If you consent to ICS, you don't need to provide any proof of other income as long as all forms of income you receive are shown on your Centrelink statement.

If you get another form of income that isn't shown on your Centrelink statement, you will still need to provide proof of that income.

Complete an [ICS consent form \(DOCX, 69.9 KB\)](#) and return it to your housing provider if you're either:

- registering your interest in public or community housing
- a tenant renting public or community housing

This service remains in place until you cancel it. You can cancel it at any time by completing a [Withdrawal of ICS consent form \(DOCX, 84.1 KB\)](#) and returning it to your housing provider.

If you're applying for [help paying bond and rent](#), you can either:

- give your consent when applying online through PR Connect
- complete a [Private rental ICS consent form \(DOCX, 43.0 KB\)](#) and return it to Housing SA

This service remains in place for up to 14 weeks while your application for bond and rent is active.

## **Receiving a wage**

If you're employed, provide 1 of the below documents:

- a payslip for the latest pay period showing your total wage before tax, any regular overtime and year-to-date salary
- an [Employer's declaration form \(DOCX, 73.3 KB\)](#) completed and signed by your employer
- a letter from your employer showing your total wage before tax, any regular overtime and year-to-date salary

## **Self-employed**

Provide a copy of your most recent tax return showing your total business income before tax minus expenses. Remove tax file numbers from all documents.

If you have a new business and haven't lodged your first tax return, provide 1 of the below documents:

- a [statutory declaration](#) estimating your annual business income before tax minus expenses
- a letter from a certified practising accountant or registered tax consultant showing your personal total weekly or annual income before tax

### **Interest payments**

Provide a statement or letter from your financial institution showing the interest amount and the period covered, or the balance of the account and the interest rate payable.

### **Supported by family**

If a family member, for example a parent, gives you financial support, provide a [statutory declaration](#) from them showing:

- the amount they provide
- how often it's paid
- how long the arrangement's going to be in place for, for example the first 6 months of the tenancy

## **Proof of identity**

You may be asked to provide additional proof of your identity if there's some doubt.

## **When applying for help paying bond or rent**

If you are applying for help paying bond or rent, you need to provide 100 points of identity. In special circumstances, Housing SA may accept other forms of identification provided it includes name, address, signature and a photograph.

### **100 points of identity**

You can use any 1 of these for 100 points of identity:

- passport
- driver's licence
- proof of age card

### **50 points each of identity**

Any 1 of these is 50 points each of identity:

- Australian birth certificate
- Australian citizenship certificate
- student or employee ID
- change of name certificate
- marriage certificate
- Medicare card
- Centrelink concession or health care card
- certificate of registration by descent
- ImmiCard
- a letter from your employer, apprenticeship papers or tradesperson's certificate
- school reports or exam certificate
- immigration papers or other documents from the Department of Home Affairs
- State Government concession card
- prison discharge certificate
- life insurance policies
- Australian Visa
- birth extract
- divorce papers
- naturalisation certificate
- letter from an Aboriginal Community showing the common seal
- letter from an authorised officer from the Department for Child Protection, a medical or legal practitioner, or a minister of religion
- current bank, credit union or building society card

### **25 points each of identity**

Any 1 of these is 25 points each of identity:

- a current statement from a financial institution, for example bank, credit union
- electoral enrolment card
- insurance renewal documents that aren't for health insurance
- utility account
- rent records less than six months old
- security licence
- senior's card
- motor vehicle registration
- Veterans' Affairs Gold Card

### **Attachment guidelines**

When attaching proof of income and identity, please ensure that the files:

- are a combined size of under 10 megabytes (MB) and no more than 5 files per income
- are 1 of the following, .pdf, .doc, .docx, .odt, .jpg, .jpeg, .jpe, .bmp, .png, .gif
- have names that do not exceed 80 characters
- are not compressed

If a document file is too large, try converting it to a PDF to reduce the size.

### **For any other Housing SA service**

Your proof of identity must be valid.

You can provide either:

- 1 form of photographic identity
- 2 forms of written identity

### **Photographic identity**

Acceptable forms of photographic identity:

- driver's licence or learner's permit
- proof of age card
- passport
- student or employment identity card

### **Written identity**

Acceptable forms of written identity:

- birth certificate
- marriage certificate
- divorce papers
- Medicare card
- Centrelink concession or health card
- state government concessions card
- a current passbook, access, credit or debit card from your financial institution
- a letter confirming your identity from your employer, a Department for Child Protection worker, a medical or legal practitioner, or a minister of religion
- apprenticeship papers or tradesperson's certificate
- prison discharge certificate
- life insurance policies
- any other form of identity that shows your name, address and signature