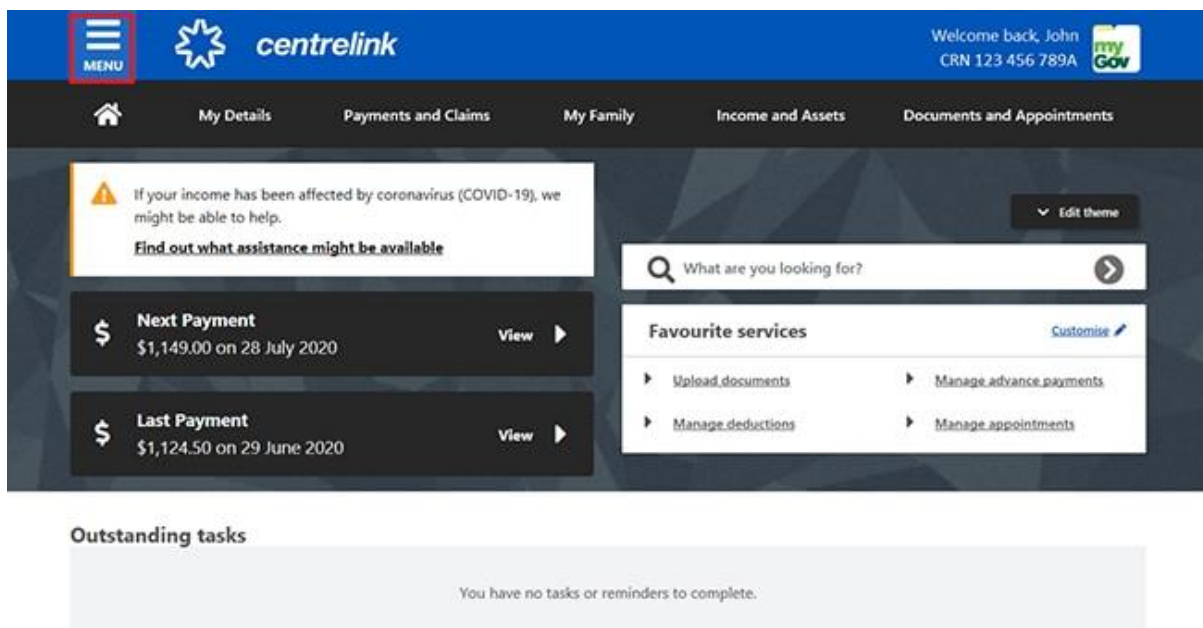


HOW TO REQUEST A SERVICES AUSTRALIA INCOME STATEMENT

Step 1:

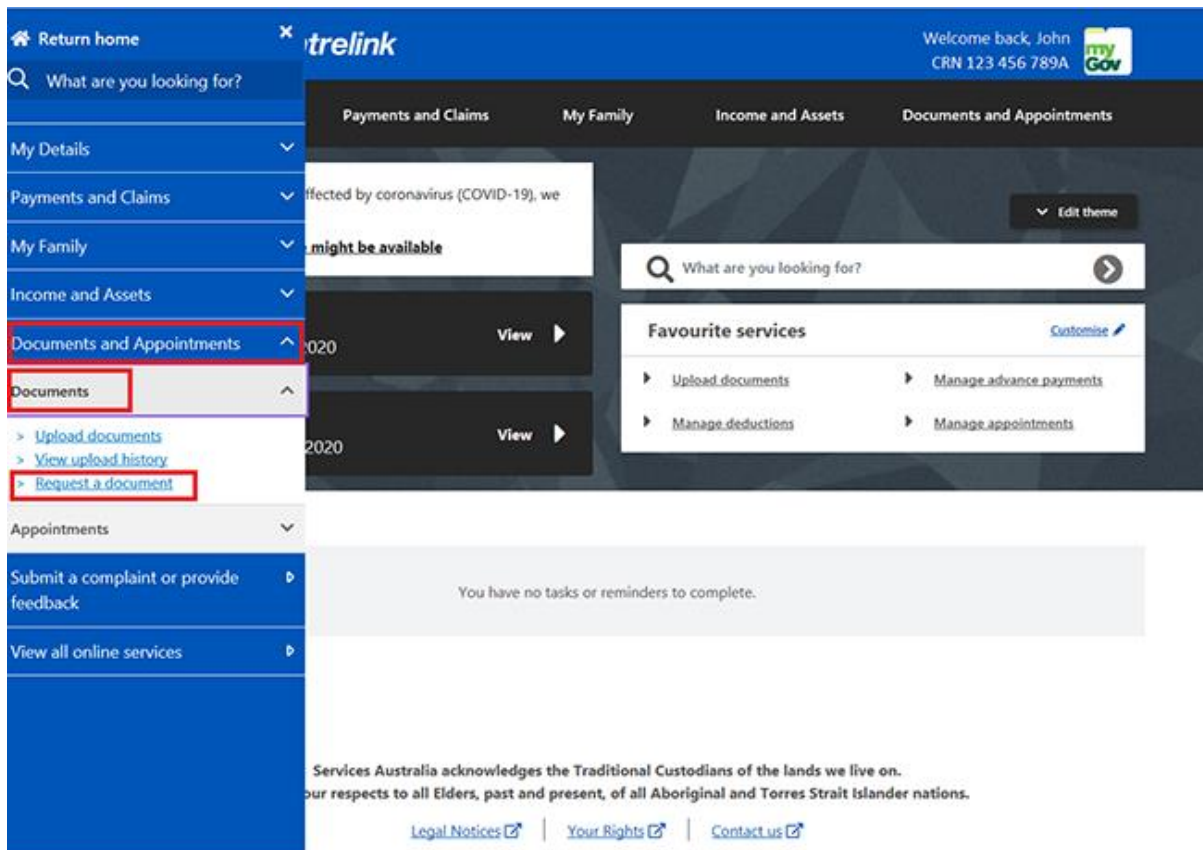
Sign in to myGov and select Centrelink.

From your homepage, select MENU.



The screenshot shows the Centrelink myGov homepage. At the top, there is a blue header with the Centrelink logo and the text "Welcome back, John CRN 123 456 789A". Below the header is a navigation bar with several menu items: "My Details", "Payments and Claims", "My Family", "Income and Assets", and "Documents and Appointments". The "MENU" icon is highlighted with a red box. Below the navigation bar, there is a main content area with a warning message about coronavirus assistance, a search bar, and a "Favourite services" section. At the bottom, there is an "Outstanding tasks" section that says "You have no tasks or reminders to complete."

Select **Documents and Appointments**, followed by **Documents**, and **Request a document**.



Step 2:

You can request a:

Centrelink Statement

- Deduction Statement
- Detailed Income and Asset Statement
- Income Statement
- Payment Summary
- Replacement Concession Card
- Statement of debt.

Select the **document type** you need from the drop down menu.

For the purpose of obtaining NEIS Rent Assistance, we will be requesting an **Income Statement**.

Request a document

What document do you need?

Document type: Please select

- Centrelink Statement
- Detailed Income and Asset Statement
- Income Statement
- Payment Summary
- Replacement Concession Card
- Statement of debt

[← Back](#)

Select **who you're requesting the document for**. Then select **What date you'd like to request the statement for**. It will default to today's date. You can change the date using the calendar icon. Then select **Submit**.

Request a document

What document do you need?

Document type: Income Statement

Who are you requesting a document for? Myself My partner


What date would you like to request this income statement for? 27/07/2020


[← Back](#) [Submit →](#)


We'll give you a receipt number for your records when you submit your request. The Receipt page also gives you **a link to your document** in PDF format. You can view, print or save the PDF. If you're subscribed to get your letters online, we'll send you a copy of the document. You'll receive it in your myGov Inbox.

Request a document

Receipt

 **Document delivered**

Receipt ID	000001
Full name:	John Citizen
CRN:	123456789A
Date/time:	27 July 2020 10:48 am AEST
Delivered:	Income Statement (approximately 100KB) 

Did you know;
 you can subscribe to receive your [letters online](#).

[← Request another document](#) [Finish →](#)

Step 3:

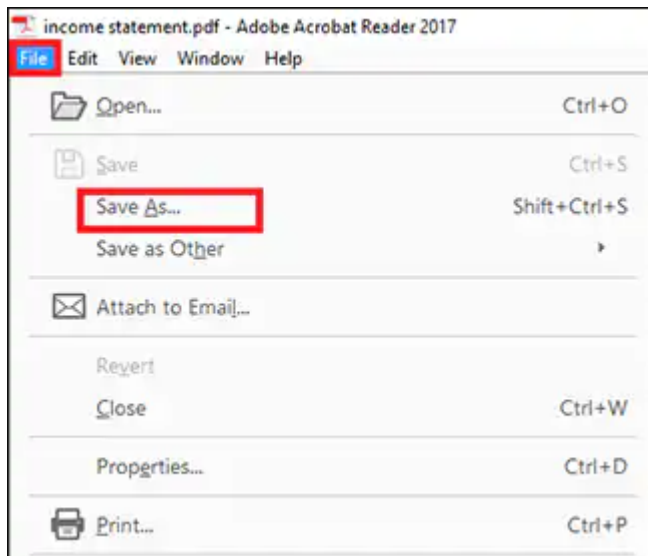
To view the document, select the **Income Statement** link.

Document delivered

Receipt ID	000001
Full name:	John Citizen
CRN:	123456789A
Date/time:	27 July 2020 10:48 am AEST
Delivered:	Income Statement (approximately 100KB) 

The document will open in a separate window.

To save a copy of this document, select the **Save As** option from the **File** menu.



To print this document, select the **Print** icon.



Request a document

Receipt

✔ Document delivered

Receipt ID	000001
Full name:	John Citizen
CRN:	123456789A
Date/time:	27 July 2020 10:48 am AEST
Delivered:	Income Statement (approximately 100KB)

Did you know;
you can subscribe to receive your [letters online](#).

◀ Request another document

Finish ▶

When you're done, select **Finish**.

If you want to request another document select **Request another document** and repeat Step 2.

Step 4:

From your homepage you can complete other transactions or select the **myGov** icon to return to myGov.

The screenshot shows the Centrelink myGov homepage. At the top, there is a blue header with the Centrelink logo and a welcome message: "Welcome back, John CRN 123 456 789A". A myGov icon is visible in the top right corner. Below the header is a dark navigation bar with tabs for "My Details", "Payments and Claims", "My Family", "Income and Assets", and "Documents and Appointments". The main content area features a COVID-19 assistance notice, a search bar, and a "Favourite services" section with links for "Upload documents", "Manage advance payments", "Manage deductions", and "Manage appointments".

Outstanding tasks

You have no tasks or reminders to complete.

Services Australia acknowledges the Traditional Custodians of the lands we live on.
We pay our respects to all Elders, past and present, of all Aboriginal and Torres Strait Islander nations.

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