ONLINE CENTRELINK INCOME STATEMENTS

Please see instructions below on how to view, print and save your documents with your Centrelink online account.

in this guide

- **Step 1: get started**

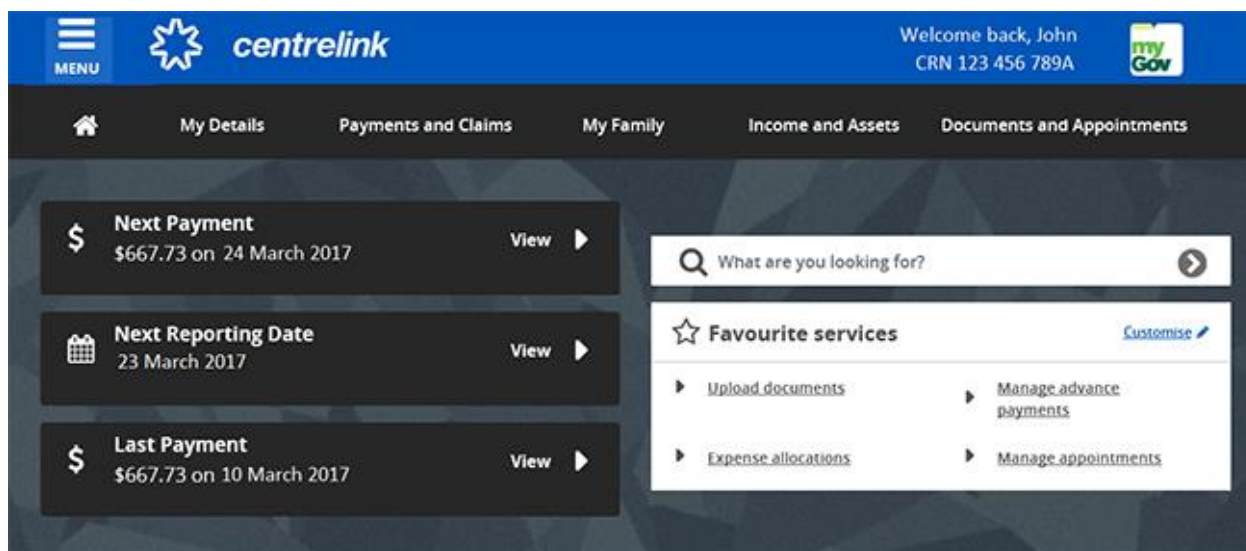- **Step 2: request a document**

- **Step 3: income statement**

The screenshots in this guide are from a computer. The screen layout will look different if you are using a mobile device.

Your documents, excluding concession cards and reporting statements, will display in a Portable Document Format (PDF). To view documents you'll need a PDF viewer.

Step 1: get started

Sign into myGov and select Centrelink.
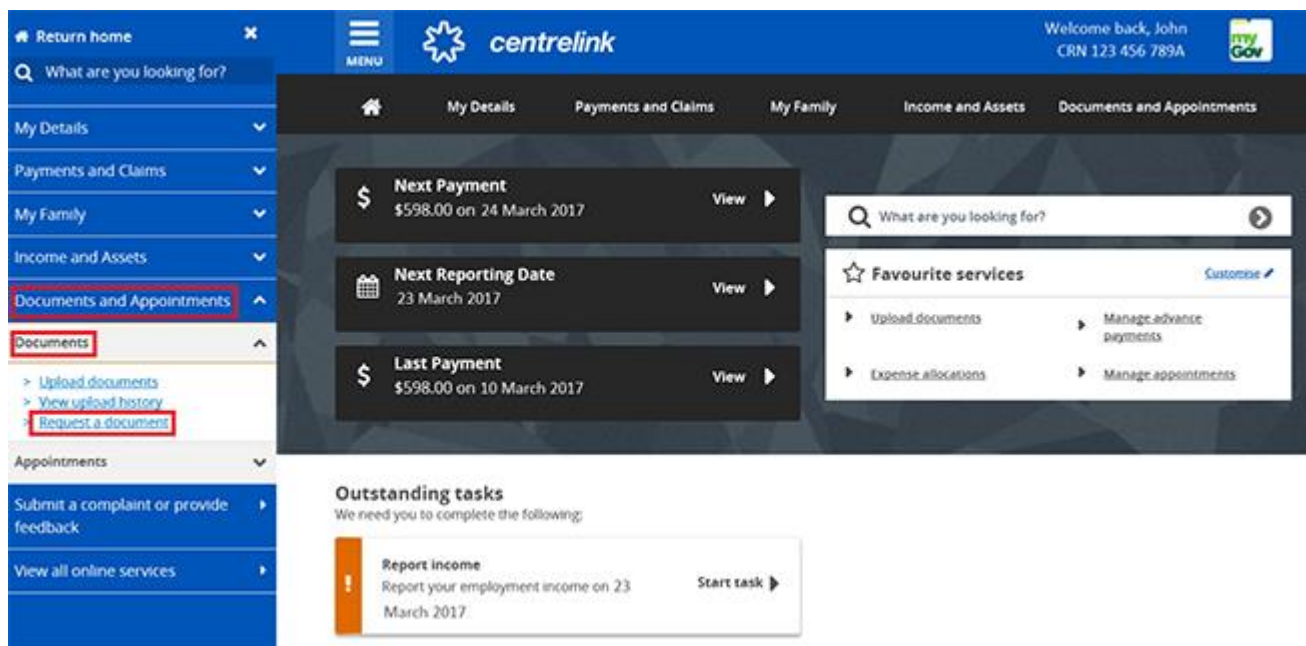
From your homepage, select **MENU**.

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

Step 2: request a document

Select the drop down arrow and then select the document you would like to request including a:

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

For the purpose of this guide, we will use the example of requesting an Income Statement.

Select **Income Statement** from the **Document type** drop down menu.

Then select who you're requesting the document for. The date will default to today's date. You can change the date if needed by using the calendar icon, then select **Submit**.

We'll give you a receipt number for your records when you submit your request. The **Receipt** page also provides you with 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 will receive it in your myGov Inbox or Centrelink online letters.

Step 3: income statement

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

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.

Or, select the **Print** option from the **File** menu.
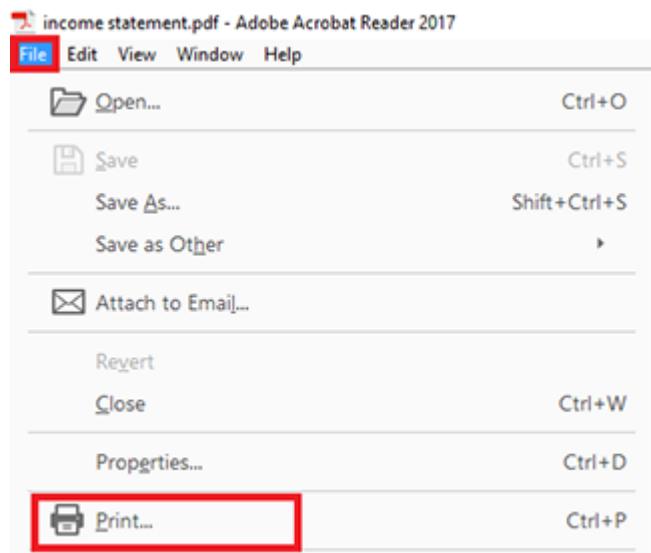
Once you're done, select **Finish**.