

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**

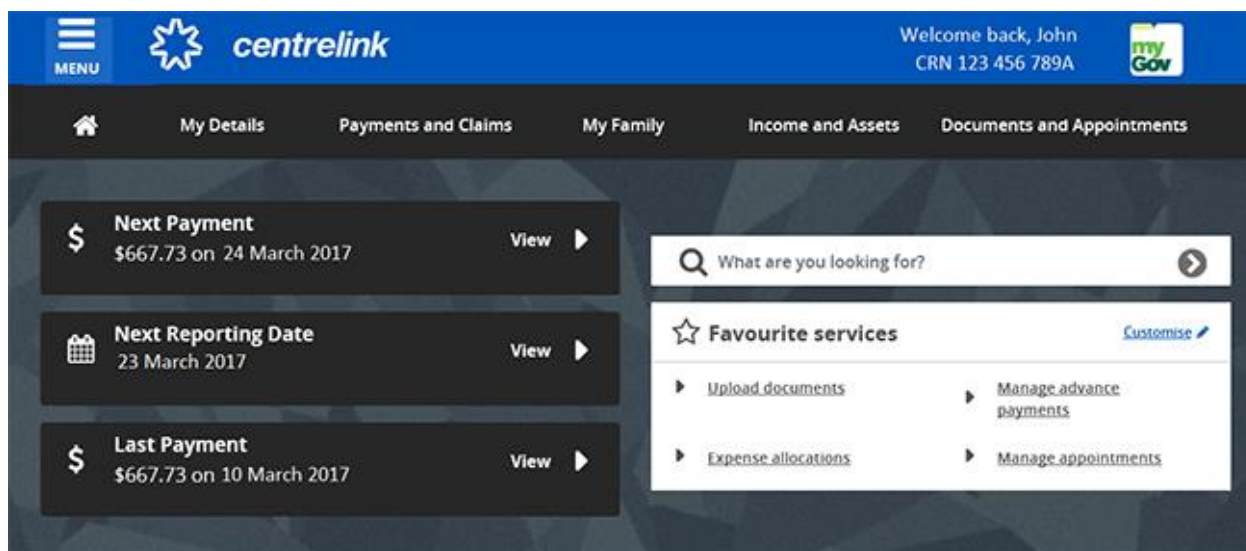
The screenshots in this guide are from a computer. The screen layout will look different if you are using a mobile device.

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**.

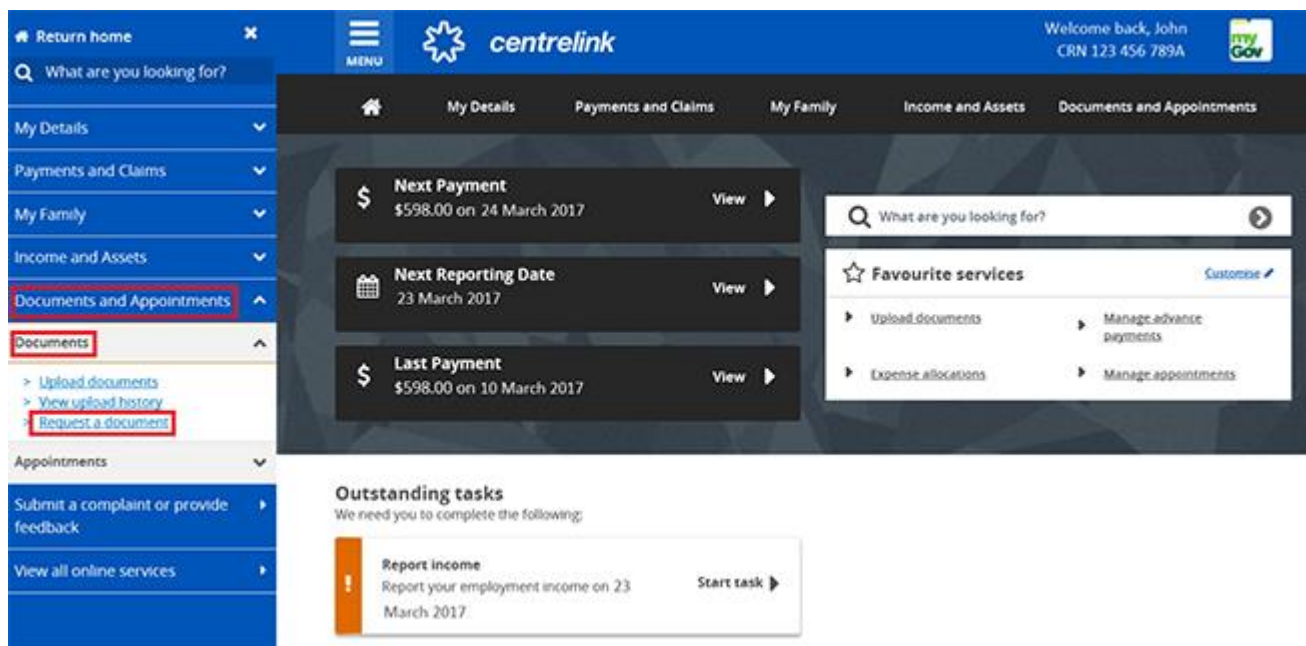


Outstanding tasks

We need you to complete the following:

Report income
Report your employment income on 23 March 2017 [Start task](#)

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.

Home > Request a document

Request a document

A screenshot of the 'Request a document' form. The title is 'What document do you need?'. On the left, there is a photo of a woman looking at a document. The main form area has a label 'Document type' and a dropdown menu with the text 'Please select'. Below the form, there are 'Back' and 'Submit' buttons.

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

Home > Request a document

Request a document

What document do you need?

Document type

Please select

- Deduction Statement
- Detailed Income and Asset Statement
- Income Statement**

Back Submit

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**.

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?

23/03/2017

Back 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.

Request a document

Receipt

Document delivered

Receipt ID: 123456

Full name: John Citizen

CRN: 123 456 789A

Date/Time: 23 March 2017

Delivered: Income Statement (approximately 100KB)

Did you know? you can subscribe to receive your letters online.

Request another document Finish

Step 3: income statement

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

Document delivered

Receipt ID	123456
Full name:	John Citizen
CRN:	123 456 789A
Date/time:	23 March 2017
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.

income statement.pdf - Adobe Acrobat Reader 2017

File Edit View Window Help

- Open... Ctrl+O
- Save Ctrl+S
- Save As...** Shift+Ctrl+S
- Save as Other ▶
- Attach to Email...
- Revert
- Close Ctrl+W
- Properties... Ctrl+D
- Print... Ctrl+P

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

     1 / 2  125%   Find

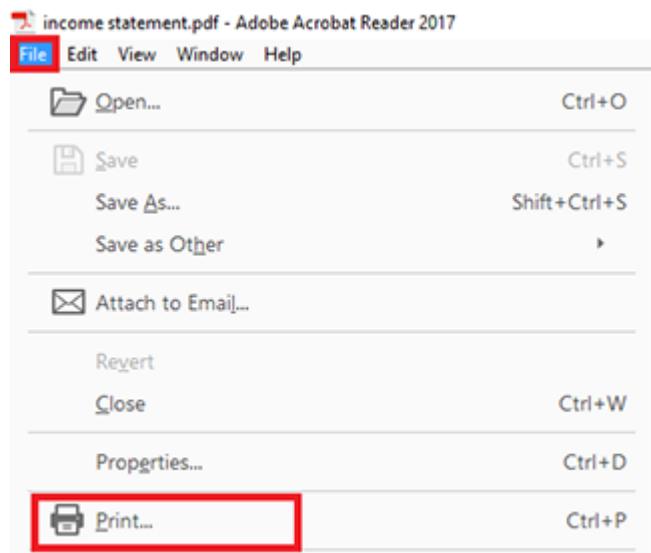
Lb 3 Regents Park Dc NSW 2143



CLK1LETTERB105774880

Reference:

Or, select the **Print** option from the **File** menu.



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