



### About this form

The purpose of the NEIS Income Statement is to allow you as the business owner and the Department of Education, Skills and Employment to monitor the progress of your NEIS Business. The Department of Education, Skills and Employment will also determine continuing eligibility for NEIS Allowance (if applicable). This is done by your NEIS provider applying external income and viability tests based on the information that you provide (note: external income does not include income from your NEIS Business). Giving false or misleading information is a serious offence.

### When to complete this form

You will need to complete a NEIS Income Statement after each Financial Quarter during which you are operating your NEIS Business. Statements must be lodged with your NEIS provider within 10 Business Days after the end of each Financial Quarter. Failure to do so may result in the suspension of your NEIS Assistance.

A Financial Quarter is a period from:

- 1 July to 30 September;
- 1 October to 31 December;
- 1 January to 31 March; and
- 1 April to 30 June.

If you commenced NEIS Assistance less than four weeks before the end of a Financial Quarter, you are not required to submit a NEIS Income Statement to your NEIS provider for that quarter. If this is the case, you should include the information from this period in your NEIS Income Statement for the next full Financial Quarter, which will be deemed to be your first Financial Quarter.

### Who completes this form?

The NEIS Participant named in the NEIS Participant Agreement completes this form. You must only include your personal details on this form. Any proposed partners in the NEIS Business who are also receiving NEIS Assistance must lodge a separate NEIS Income Statement.

### Your information and privacy

Your personal information is protected by law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the Australian Privacy Principles (APPs). The personal information (including sensitive information) you provide on this form is collected by your NEIS provider on behalf of the Australian Government Department of Education, Skills and Employment (the Department) to determine your continuing eligibility for NEIS Assistance if there is a relevant change in your circumstances.

If you do not provide some or all of your personal information (including sensitive information), the Department may not be able to ensure your participation in New Business Assistance with NEIS and continuing eligibility for NEIS Assistance.

Your personal information (including sensitive information) may be passed onto and between State Government Departments that have an involvement with New Business Assistance with NEIS, NEIS providers and other contracted providers of services under the *jobactive Deed 2015–2022* and the subcontractors of these entities, the Australian Taxation Office, the Department of Social Services, the Department of Veterans' Affairs, Services Australia and the Department of the Prime Minister and Cabinet. Your personal information may also be used by the Department or given to other parties where you have agreed, or the use or disclosure is otherwise permitted, including where it is required or authorised by or under an Australian law or court or tribunal order.

The Department's Privacy Policy contains more information about the way in which we will manage your personal information, including information about how you may access your personal information held by the Department and seek correction of such information. The Privacy Policy also contains information on how you can complain about a breach of the APPs and how the Department will deal with such a complaint. A copy of the Department's Privacy Policy can be found on the **Privacy page** of our website or by requesting a copy from the Department via email at [privacy@dese.gov.au](mailto:privacy@dese.gov.au).

