



**Australian Government**

**Comcare**

# COST CENTRE UPDATE

This form is used to create a new cost centre or update an existing cost centre in Comcare's Customer Information System. Please complete all fields on this form. If you have any questions about this form please call Comcare on **1300 366 979**.

Please attach any additional information on a separate sheet. The information provided on this form may be distributed to other government agencies and rehabilitation providers.

Return by email to [agency.updates@comcare.gov.au](mailto:agency.updates@comcare.gov.au) or fax to **1300 196 971**

Customer  Customer number

Create cost centre  Update cost centre

Cost centre name (no more than 31 characters: please print clearly and within the boxes)

Cost centre short name (max nine characters)

Customer reference (for agency use only)

Cost centre contact

Phone  Fax

Email

Actual address

Mail address

Cost centre description

Payroll  Cheque receiving  Liabile Cheque receiving cost centre\*

\* If the new cost centre is payroll only, please provide cheque receiving cost centre it is attached to.

Incapacity report format

Fortnightly  Monthly

Payment term

Weekly  Fortnightly  Monthly  Quarterly

Requesting officer name

Requesting officer signature

Requesting officer title  Date  /  /

For more information about cost centres and cost centre structures please see our [agency updates form guide](#).

Comcare Employer Account Management  
Email [agency.updates@comcare.gov.au](mailto:agency.updates@comcare.gov.au)  
Phone 1300 366 979  
Facsimile 1300 196 971