**Email Template to Job Agent – Payslip Issue**

To whom it may concern,

During a recent correspondence, you informed me that I am required to provide you with my payslips. After looking into this matter more closely, according to the jobactive deed and guidelines I am not required to provide you with my payslips.I am only required to report my income to Centrelink. I will not be providing you with my payslips.

I would also like to point out in the strongest possible terms that I do not give you permission to contact my employer at all.

On a broader note, I am deeply concerned that you have tried to pressure me to hand over my payslips. In future, please refer to the Department’s IT system which details my employment situation.

Below is an excerpt from the Mutual Obligation Requirements guideline:

*“Providers can view a job seeker’s previous four fortnights’ income support payment rate on the Department’s IT system Notification screen (that is, whether they received a full rate on a reduced rate due to the income test). This will help providers to determine if a job seeker is in receipt of a part or nil rate of payment and therefore if they should be undertaking Work for the Dole on a compulsory basis”*
Sincerely,

[INSERT NAME AND DATE]