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|  | Please call us on 02 6277 9500 if you need help completing the template. Remember to include a signed letter from the parliamentarian, or email from the parliamentarian’s aph.gov.au account, that requests we undertake this analysis. Send requests to pbo@pbo.gov.au. |

# Budget information request

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| **Title of request** *For example ‘Child care subsidy information’* |
| Parliamentarian requesting costing: | *Parliamentarian’s name* |
| Is this request to be treated as confidential? | [ ]  Yes [ ]  No *Confidential requests (and responses) will not be shared with third parties, and responses will only be sent to the nominated contact officers.* *Non-confidential requests (and responses) are published on the PBO website.*  |
| Critical response date: | *Please indicate when the response is required.* |
| **Contact officer details** |
| Contact officer’s name and position: | *Usually a parliamentarian’s advisor.*  |
| Email address: | *An APH email address.* |
| Phone number: | *We usually call first to discuss questions about a request, and follow up with an email.* |
| **Description of request** |
| Requested information: | *Provide a description of the request, including the types of information and/or analysis being requested. Does the request relate to a specific budget measure, type of payment or tax?* *For example ‘This request seeks child care subsidy spending by type of care.’**Attach any additional information, such as policy documents or announcements, which clarifies what is being requested.**Outline any additional analysis (in addition to the financial information) that is required, for example:** *the number of people or businesses affected*
* *distributional impacts across the population.*

*For detailed requests, attach an example of how the information should be presented.*  |
| Time period over which information is requested: | *For example ‘Information is requested over the period 2019-20 to 2022‑23’.* *Note that most budget-related information does not extend beyond the current budget forward estimates period (this refers to the current budget financial year plus three financial years). The PBO may provide estimates for information that is not available beyond this period and our response will make it clear where information has been estimated and the basis on which the estimates were derived.*  |
| **NOTE:** *Responses to budget information requests will be based on the specifications provided above.*  |