



SOCIAL SECURITY

FAMILY BENEFITS

HOUSEHOLD MEMBERS AND INCOME

**INFORMATION AND INSTRUCTIONS FOR COMPLETING FORM GF 54-DGSS**

The declaration must be completed in CAPITAL LETTERS.

In order to complete the Mod. GF 54-DGSS declaration/amendment form more easily, please follow the information below by referring to the titles in the sections.

**1 - DECLARANT'S PERSONAL DETAILS**

➡ Who can be specified as a declarant?

You must provide the full name, and other information requested in this section, of the person submitting the declaration / change of proof of resources with regard to the Family Allowance for Children and Young People and changes with respect to family benefits.

**2 - INFORMATION ON THE VALUE OF THE HOUSEHOLD'S MOVEABLE ASSETS**

➡ What is the maximum amount of the household's moveable assets to be eligible for the benefit?

You must state in this section whether the total value of moveable assets (money deposited in bank accounts, shares, bonds, savings certificates, securities or units in collective investment undertakings or other financial assets) of all household members exceeds EUR 122 222.40.

**Important:** Please note that false declarations result in disqualification for from family benefits, unemployment benefits and parental allowances for 24 months.

**3 - MEMBERS OF THE HOUSEHOLD**

➡ Which persons make up the household and who must be included in the declaration?

**Persons regarded as members of the household** are those living in a joint economic situation (the people sharing food and housing expenses, and who have established a system of helping each other and sharing resources) and who, at the time of submitting the declaration, have the following family relationships with the declarant:

- spouse or person living with the declarant in an unmarried partnership for more than 2 years;
- adult relatives and family members in a direct or indirect line up to the 3rd degree (for example: children, grandchildren, great-grandchildren, siblings, parents, uncles, aunts, grandparents and great-grandparents);
- minor relatives and family members to any degree in a direct or indirect line;
- the adopters, guardians or persons to whom the declarant is entrusted through a judicial or administrative decision by bodies or departments that are legally competent to make such a decision;
- children adopted and supervised by the declarant or any of the members of the household, and children and young persons entrusted to the declarant or to any of the members of the household by a judicial or administrative decision by bodies or departments that are legally competent to make such a decision.

The joint economic situation shall be considered to be maintained in cases where the beneficiary or any of the members of the household moves residence for a period of 30 days or less, or for more than 30 days for reasons of health, study, vocational training or employment, even if the absence began before the date on which the declaration is submitted.

Children and young people who are considered isolated persons are not regarded as members of the household if they are in one of the following situations of confinement in:

- a public or private non-profit social support institution whose operation is financed by the state or by other legal persons governed by public or private law and in the public interest;
- a reception, educational or detention centre.

If your household has more than 6 members, please complete Continuation Sheet Mod. GF 54/1-DGSS.

**4 - SOCIAL HOUSING**

➡ Why must social housing be declared?

You must state in this section whether the beneficiary and your household reside in social housing. If so, this is deemed equivalent to an income and must be added to the value of the other income.

The amount to be taken into account as income is EUR 46.36, which is considered to be broken down according to the year in which the benefit was granted as follows:

- One third in year 1 (EUR 15.45)
- Two-thirds in year 2 (EUR 30,91)
- The total value of housing support from year 3 onwards (EUR 46.36)

This breakdown also applies to situations where public support relating to social housing is granted after the benefit is awarded, by reference to the year in which that support was granted.

Housing support is defined as residence allowances, rent allowances and all public social housing support granted on a regular basis, including social rent and supported rent.

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## 5 - HOUSEHOLD INCOME EARNED IN PORTUGAL

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### What income must I declare for the purpose of the benefits?

The income to be declared is that obtained in Portugal for all persons in the household relating to the year preceding the year in which the declaration is submitted.

- Annual income from employment not declared to Social Security, as described in **Table 5.1**
- Pensions not paid by Social Security, as described in **Table 5.2**
- Benefits/allowances not paid by Social Security, as described in **Table 5.3**

In addition to the income declared, the Social Security serviced automatically consider other income confirmed through the exchange of information between the Tax and Customs Authority and the Social Security services, as well as the value of the social benefits paid by Social Security.

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## 6 - GROSS ANNUAL INCOME EARNED ABROAD FOR THE YEAR PRECEDING THE YEAR IN WHICH THE DECLARATION IS SUBMITTED

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### What other income must I declare for the purpose of the benefits?

In this section, you must also declare the income earned abroad (if any) by all persons in the household for the year preceding the year in which the declaration is submitted.

You must state all income as described in the boxes.

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## 7 - VALUE OF THE HOUSEHOLD'S MOVEABLE ASSETS ON 31 DECEMBER OF THE YEAR PRECEDING THE YEAR IN WHICH THE DECLARATION IS SUBMITTED

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### What is the value of the moveable assets that are considered household income?

You must specify the value of the moveable assets as described in this section.

If any household members have moveable assets (money deposited in bank accounts, shares, bonds, savings certificates, securities and units in collective investment undertakings or other financial assets), the Social Security services will deem the capital income to be the greater of the following:

- total interest on bank deposits, dividends from shares or income from savings certificates and other financial assets (the information on this is obtained through the exchange of information with the Tax and Customs Authority); or
- 5% of the total moveable assets.

**Note:** Where an asset belongs to two or more persons in the household (e.g. a bank account), divide the total value by the number of persons to whom it belongs, and specify the value belonging to each of those persons in the line of the corresponding box.

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## 8 - OTHER CHANGES

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### What changes must I declare?

In this section, you must declare all and any changes made with regard to family benefits, in particular those relating to:

- the beneficiaries of the benefits, as described in **Table 8.1**, by specifying:
  - the name of the beneficiary(-ies) for whom you wish to notify changes;
  - the Social Security Identification Number;
  - the reason and date of the change (entering employing; ceasing studies; assistance to 3<sup>rd</sup> person totalling less than 6 hours a day; suspension of benefit; other reason).
- prenatal allowance, as described in **Table 8.2**;
- the recipient of the benefit, as described in **Table 8.3**

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## 9 - STATEMENT BY THE DECLARANT

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### Is declaration important?

The statement, which takes place upon signature of the form, is both important and mandatory.

The granting of the benefit depends, among other conditions, on this statement.

The declarant is bound by the declarations and authorisations made in this section after signing and sending the form to the Social Security services.

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