



Early Enforcement to Pay by Instalments

On Government Benefit – Penalty Notices

To apply to pay your penalty notice by instalments when you receive a government benefit

Note:

- **Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes**
- If all sections are not completed, **your application cannot be processed**. We will contact you to discuss details of your application where required.
- If you receive a government benefit, you can **save the \$65 enforcement fee** by returning this form to set up an instalment plan on Centrepay or advise you intend to pay by instalment, if not on Centrepay, **before the due date on the reminder notice**. If the due date is near please phone us. You should not set up instalments if you wish to dispute or seek leniency for the fine. By choosing early enforcement you are accepting liability and waiving your rights to dispute. Send your completed form to State Debt Recovery, PO Box 786, Strawberry Hills NSW 2012, attach it online at www.sdro.nsw.gov.au/contact or phone us to arrange.

Your details

Title Mr Mrs Miss Ms Other Email

First name

Last name

Date of birth

/ /

DD MM YYYY

Licence no.

Mobile no.

Home no.

Current address

Suburb

State

Postcode

Postal address
(if different)

Suburb

State

Postcode

Note: Please select preferred contact address: Email Current Postal

I wish to pay the following penalty notices by instalment:

I confirm I am on a government benefit and understand that by choosing to pay my penalty notice by instalment I am accepting liability for the offence and waiving my right to seek a review or choose to go to court about the penalty notice(s) shown. I understand the enforcement fee will not be applied to my penalty but if I fail to comply with my payment plan I will be liable for this fee and any other enforcement costs.

I can afford to pay \$ each fortnight

Centrelink Reference
Number (CRN)

Benefit type (tick): **Pension:** Aged Disability Carers **Parenting:** Single Sole Partnered

Newstart Veteran Affairs Family tax Other benefit

If you also have overdue fine(s) which you wish to pay by instalment, please list them here.

Please arrange Centrepay deductions. I have read the deduction authorisation on the back of this form.

Declaration

I have read and completed this form and all details are true and correct.

Signature

Date

/ /

DD MM YYYY

Note: Any information provided may be used by State Debt Recovery or provided to third parties with your consent as or required or permitted by law.

Important: See over the page for more information.

Centrepay information

State Debt Recovery (SDR) can arrange to have your fortnightly instalment payments deducted from your eligible Centrelink Benefit using the Centrepay program:

- Most Centrelink payments are eligible for the Centrepay Program. Centrepay deductions are voluntary.
- Deductions will automatically cease when your instalment arrangement is paid in full.
- If your Centrelink payments are cancelled and/or you stop making payments via Centrepay, you are still required to make your agreed repayments to avoid further enforcement action.
- You must contact State Debt Recovery to add new enforcement orders to your payment arrangement. We will then reassess your repayment amounts and advise Centrelink of any changes.
- You can make changes to your Centrepay deductions by contacting State Debt Recovery or Centrelink.
- If you wish to set up Centrepay deductions for your fortnightly instalment payments, read the deduction authorisation and sign the declaration.

Deduction authorisation

For the purpose of this payment plan, I authorise State Debt Recovery to advise Centrelink:

- to make the agreed deduction each fortnight from my current Centrelink payment(s),
- to vary or suspend the nominated deduction when required to ensure my obligations under my payment plan are met,
- of my correct account or billing number if required.

I give permission for Centrelink to pay the amounts directly to State Debt Recovery.

I understand that:

- it is my choice to have amounts deducted from my Centrelink payment,
- I can change or cancel the deduction at any time,
- if I transfer to another eligible Centrelink payment, I need to advise Centrelink that I wish for my repayments to State Debt Recovery to continue,
- Centrelink will notify me in writing of any changes to my deductions,
- if deductions from my Centrelink benefits are cancelled for any reason, I am still required to make the agreed repayments on my payment plan to State Debt Recovery.

State Debt Recovery contact details

Phone: 1300 138 118
7:30 am – 8:00 pm, Monday to Friday

Overseas callers:
+612 6354 7000

Hearing or speech impaired users:
TTY 133 677

Speak and Listen 1300 555 727

Email us via:
www.sdro.nsw.gov.au/contact

Postal correspondence only:

State Debt Recovery
PO Box 786
Strawberry Hills NSW 2012

Website:
www.sdro.nsw.gov.au

Privacy statement

Your personal information is protected by law. Centrelink and State Debt Recovery may share your personal information to fulfil the obligations of your agreed payment plan.

Information about State Debt Recovery's privacy policy can be found on our website at www.sdro.nsw.gov.au

Your consent will be noted on your account record with State Debt Recovery.