

# Custodial instalment plan

The State Penalties Enforcement Registry (SPER) collects and enforces unpaid infringement notices, court-ordered fines and offender debt recovery orders.

## What is a custodial instalment plan?

If you are currently serving time in a correctional facility, you can apply for a custodial instalment plan to pay the outstanding amount of your unpaid fine/order.

## Am I eligible?

You are unable to apply for a custodial instalment plan if any of the following apply:

- your release date is within one month of making an application
- a warrant has been executed and you are currently serving time for the same fine
- you do not supply a release date and address.

## How do I apply for a custodial instalment plan?

To apply for a custodial instalment plan, you can either talk to your trust account service at your correctional facility or contact SPER.

Once you have applied for a custodial instalment plan and you receive your letter from SPER, you will need to make an appointment and present your custodial instalment plan to the correctional trust account service.

The trust service will then forward your payments to SPER. You must also contact SPER if you change correctional facilities or are released from custody.

## How much will the instalments be?

SPER will make an assessment on your instalment payment based on your financial circumstances.

## What happens if a payment is missed?

If your custodial instalment plan payments are not received at SPER your plan will be cancelled. This may result in enforcement action being taken which may be in force upon your release.

## What payment options are available to me on my release from custody?

The custodial instalment plan will only exist whilst you are in custody at a correctional facility. After your release you will need to contact SPER to negotiate another instalment plan.

You need to contact SPER within 14 days of your release to arrange for one of the following payment options to be set up.

- **BPAY®** – make your payment online or using phone banking. Simply contact your participating bank or financial institution to make a payment from your nominated account. For further information go to [www.bpay.com.au](http://www.bpay.com.au).
- **Australia Post** – using cash, cheque, EFTPOS or credit card (either Visa or Mastercard). Present your notice with the payment and ensure that the barcode is not torn or damaged.
- **CentrePAY** – a voluntary direct deduction service available if you get an eligible payment from Centrelink, such as the Age Pension, JobSeeker Payment or Austudy. You can arrange the amount to be deducted from your payment to be transferred by Centrelink. Call SPER on 1300 365 635 for further details.
- **Direct debit** – arrange an automatic payment from your bank or credit card account. To do this, call SPER or download a direct debit form from [www.publications.qld.gov.au](http://www.publications.qld.gov.au). Fill in the form and post it to SPER.
- **Credit card** – Mastercard or Visa payments are accepted.
- **In person** – using cash, cheque or money order at any Magistrates Court or Queensland Government Agent Program (QGAP) office.
- **By phone or online** – using Australia Post POSTbillpay. For further information call 131 816 or go to [www.postbillpay.com.au](http://www.postbillpay.com.au).
- **Mail** – post a cheque or money order to SPER at GPO Box 1387, Brisbane Qld 4001.

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## More information

Visit [www.qld.gov.au/sper](http://www.qld.gov.au/sper) or call us on 1300 365 635, Monday to Friday, 8.00am to 6.00pm.

### State Penalties Enforcement Registry

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