



Application for an Instalment Plan

State Penalties Enforcement Act 1999 – Section 42

Purpose of this Application

To request that the fines/orders you have received be paid by regular part payments over a period of time determined by SPER.

This application will apply to all fines/orders under this Party ID.

1 What is your SPER Party ID Number?

Individual Details

2 Title

Mr Mrs Ms Miss Other

3 What is your last name or family name?

4 What is your first name?

5 What is your middle name(s)?

6 What is your date of birth?

7 What is your Queensland Driver Licence Number? (If you don't have a Queensland Licence write 'Not Applicable' or 'N/A')

 Go to 12

Organisation Details

8 What is your organisation name?

9 What is your Australian Company Number (ACN)? (If you don't have an ACN write 'Not Applicable' or 'N/A')

10 What is your Australian Business Number (ABN)? (If you don't have an ABN write 'Not Applicable' or 'N/A')

11 Who is the contact person for your company? (The person authorised to act on behalf of the organisation and supply information)

Contact Details

12 What is your postal address?

 Postcode

13 What is your residential or business address?

 Postcode

14 What is your residential or business contact telephone number?

15 After hours number?

Mobile phone number?

16 Are you an individual or organisation?

Individual **Go to next question**

Organisation **Go to 35**

Note: If you are an Organisation, please attach proof of your financial status (e.g. last financial year Profit and Loss).

17 Do you receive a Centrelink Payment? (E.g. Newstart)

No **Go to 20**

Yes **Go to next question**

18 Would you like your payments to be automatically deducted from your Centrelink Payment?

No **Go to 20**

Yes **Go to next question**

19 Please provide the following Centrelink Payment details.

Your Centrelink Customer Reference Number (CRN)

Your Centrelink Payment Type (e.g. Newstart)

Financial Assessment

Note: An upfront payment may be required depending upon the outcome of the financial assessment and you will be advised accordingly.

Employment

20 Are you self-employed?

Yes **Go to 25**

No **Go to next question**

21 Are you employed?

(Where you have more than one employer, please attach additional details to this application.)

No **Go to 25**

Yes **Go to next question**

22 What is your employer's name?

23 What is your employer's postal address?

 Postcode

24 What is your employer's business hours telephone number?

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Assets

25 Do you own property (e.g. Real Estate)?

Yes No

26 Do you own a vehicle or boat?

Yes No

27 What are your bank account details?

(Where you have more than one bank account, please attach additional details to this application.)

Name of Bank or Financial Institution

Your BSB Number/Branch

Your Account Name

Your Account Number

How much is currently in your bank account?

 \$

28 Do you have any dependents? *(I.e. children or others for whom you are financially responsible?)*

No **Go to next question**

Yes Tick or complete all that apply

Partner/Spouse

Number of children

Number of others

29 What is the maximum **monthly** amount you could pay?

 \$

30 How often would you like to make your payments?
(Centrelink Payments are deducted fortnightly only.)

Tick One Only

Weekly

4-Weekly

Fortnightly

Monthly

Income

31 How much is your **monthly** income?

Income Type	Income
Your <u>after</u> tax wages or salary	\$
Your Partner's <u>after</u> tax wages or salary	\$
Government pension or benefit (e.g. Centrelink)	\$
Investment Income	\$
Bank Interest	\$
Financial Support	\$

Expenses

32 Approximately how much would you spend on the following expenses each **month**?

Expense Type	Expenses
Rent	\$
Mortgage Repayment	\$
Groceries	\$
Utilities (e.g. Telephone, gas, electricity, etc)	\$
Rates	\$
Insurance (e.g. Home & contents, health, vehicle, etc)	\$
Personal Loans	\$
Car Loan Repayments	\$
Registration and Car Expenses (including car maintenance, petrol, etc)	\$
School Fees	\$
Child Support	\$
Other Government debt (e.g. Centrelink, Department of Housing, etc)	\$
Other (please specify):	\$

Other

33 Provide details of any exceptional circumstances you would like to be considered in this application.

Checklist

34 Have you completed the necessary details?

Direct Debit Form If you have chosen to pay by Direct Debit make sure you complete, **sign** and return the Direct Debit Authority to SPER with your application.

Direct Debit Service Agreement If paying by Direct Debit keep the **Direct Debit Service Agreement** for your records.

35 Declaration

All of the information provided above is true and correct to the best of my knowledge. I have attached the required documentation where specified.

I acknowledge that failure to pay as required under an Instalment Plan may result in enforcement action and further costs against me.

Name *(please print)*

Signature

Date

When you have completed this Application, please return it to SPER using one of the following methods:

Email sper@treasury.qld.gov.au

Post The Registrar
State Penalties Enforcement Registry
GPO Box 1387 Brisbane Qld 4001

Facsimile 07 3532 0253

If you have any questions regarding this application, you can contact the Queensland Government Contact Centre on **1300 365 635**.

Privacy Statement: SPER is collecting the information on this form to process your request to have your fines/orders paid by regular part payments over a period of time determined by SPER. Collection of this information is authorised by the *State Penalties Enforcement Act 1999*. The information may also be used by SPER for other relevant enforcement purposes as authorised by the *State Penalties Enforcement Act 1999*. Your personal information will not be disclosed to any other party without your consent unless authorised by law.



SPER—Direct debit request form

Direct debit is not available on the full range of bank accounts. If you are in doubt, refer to your bank or financial institution before completing this form.

Section A To be completed by all applicants

I/we/company

Surname/family name (or company/business)

[Text input field]

Given names (or company ACN)

[Text input field]

Address

[Text input field with Postcode label]

Contact phone number

[Text input field with () labels]

I/we authorise and request the Registrar of the State Penalties Enforcement Registry (APCA user ID no.068840), to debit my/our account through the Bulk Electronic Clearing System (BECS) at the amount as agreed until my/our debts owed to SPER are satisfied.

I/we authorise deductions to be made (tick one only)

weekly [checkbox] fortnightly [checkbox] 4-weekly [checkbox]

monthly [checkbox]

in the amount of \$ [Text input field]

and for payments to start on [Text input field with / / labels]

If this form is received after this date, SPER will select a start date.

Person/company named in the SPER Enforcement Order (write AS ABOVE if same)

[Text input field]

Your/their party ID number (located on the Enforcement Order)

[Text input field]

Signature of account/card holder Date

[Signature and Date input fields]

Signature (for joint account holder) Date

[Signature and Date input fields]

Now complete section B

Section B For a bank account direct debit

Name of bank or financial institution

[Text input field]

Address of bank or financial institution

[Text input field with Postcode label]

Name of account that is to be debited (e.g. JB & SL Smith)

[Text input field]

BSB or financial institution number (contact your bank if not sure).

[Text input field with - separator]

Account number

[Text input field]

Privacy statement

SPER is collecting the information on this form to process your request for direct debit. Collection of this information is authorised by the State Penalties Enforcement Act 1999.

The information may also be used by SPER for other relevant enforcement purposes as authorised by the State Penalties Enforcement Act. Your personal information will not be disclosed to any other party without your consent unless authorised by law.

Direct debit request service agreement

Retain this information page for your records.

Check your account allows direct debits

Direct debiting through the Bulk Electronic Clearing System (BECS) is not available on all accounts. You should check a recent statement for your account (and, if in doubt, check directly with your financial institution) to ensure that your account has this facility.

Authorisation

You authorise and request the State Penalties Enforcement Registry (APCA User ID No. 068840) to arrange for funds to be debited from your account in accordance with this 'Direct debit service agreement' through BECS.

Variations to arrangements by department

Variations to the agreement will not be made by the State Penalties Enforcement Registry (SPER) without your authority. SPER will advise you 14 days in advance of any changes to the direct debit request.

We may send notices for your direct debit arrangement either electronically or by ordinary post to the address you have given us.

If sent electronically, communications are taken to be received when they enter the first information system outside of SPER; if sent by mail, they are taken to be received on the day they would be received in the ordinary course of post.

Variations to arrangements by customer

Any variation, alteration or cancellation of an existing arrangement must be advised to SPER prior to the date the direct debit is due to be made.

- **Variation of arrangements.** Requests to decrease an amount or frequency of a direct debit can be made in writing to SPER, or by calling 1300 365 635. If sufficient time allows, the alteration will take effect from the next scheduled direct debit date.
- **Cancelling a debit request.** To cancel a direct debit request, contact SPER or your financial institution.
- **Cancelling or altering a single debit.** If you wish to cancel or alter a single, one-off debit (e.g. you have insufficient funds), contact SPER to arrange the alteration. If sufficient time allows, the alteration will be made.
- **Change of account.** If you wish to change an existing direct debit request because of a change of your account, contact SPER to advise your new account details. Alternatively, a new direct debit request form can be completed and returned to SPER. Until the new details are confirmed and recorded with SPER, the current direct debit arrangement will continue.
- **Change of contact information.** You must advise SPER of any changes to your contact details (mailing address, phone number, etc.). Failure to do so may result in your agreement being cancelled.

Disputes

If you dispute any debit to your account pursuant to the direct debit request, you should direct your query to SPER to discuss the matter before lodging a written dispute. Should you be required to put your dispute in writing, set out your details and the items which you dispute. Direct debits claims may also be directed to your financial institution.

Funds to be maintained in account

It is your responsibility to have sufficient clear funds available in your account by the due date to permit payment of debits in accordance with your direct debit request.

Payments due on non-business days

If a day nominated for a debit on the direct debit request is not a business day in the place of lodgement (e.g. a weekend or public holiday), your account will be debited on the next business day. Enquiries as to when the debit will be processed should be directed to your financial institution. You must ensure you have sufficient clear funds available in your account in these circumstances.

Dishonoured debits

If your financial institution does not pay a debit requested in accordance with the direct debit request, you should make alternative arrangements to ensure SPER is paid that amount immediately to prevent your instalment plan defaulting.

SPER may also charge any dishonour fee it incurs as a result of the dishonour.

Charges may also be imposed by your own financial institution for dishonoured debits.

Customer's agreement

- The customer acknowledges monies deducted from the indicated account are in satisfaction of fines or orders registered with SPER. Monies will be deducted as per the direct debit request until complete satisfaction of the fines or orders. The final deduction will be automatically reduced to the amount remaining and will not exceed the amount agreed in the direct debit request.
- The customer acknowledges that any fine or order registered with SPER after the lodgement of the direct debit request will be automatically added to the fines or orders that are the subject of the direct debit agreement.

Privacy

The information you provide on the direct debit request will only be used by SPER for the purpose of processing your direct debit request. SPER will take all reasonable precautions to maintain the confidentiality of your account details. SPER's financial institution may require this information in connection with a claim made on it relating to an alleged incorrect or wrongful debit.