



To pay your debt by instalments, at less than the preferred amount, the State Penalties Enforcement Registry (SPER) first needs to assess your current financial situation. To apply, applicants *must* lodge the completed application along with all supporting documentation, which covers the last three months.

What happens if I do not complete this application?

If your application is incomplete, SPER will refuse your request and you may be open to enforcement action. For details on enforcement action, visit the SPER website www.sper.qld.gov.au.

Each applicant should read this information before completing and submitting the application form

Your assessment

Your application will be assessed based on the information that you supply. SPER will make the assessment and determine your repayment amount. The Registrar is authorised to request this information under section 42(5) of the *State Penalties Enforcement Act 1999* (the Act).

Your obligations

The provision of false or misleading information to the Registrar is an offence under section 152F of the Act. Therefore, if you are unsure about any of your obligations or any of the information required in the application, it is important that you visit our website or contact SPER for clarification.

If this application is approved and an instalment plan arranged, you will be contacted in writing and notified of the requirements. If you are unable to satisfy these requirements, or your situation changes, it is your obligation to notify SPER.

Supporting documents checklist:

▪ **Category 1- Income documents**

- ☐ payslips or payment summaries, and/or
- ☐ Centrelink statement that details the type of benefit and amount you receive or alternatively you are required to complete the Centrelink **Income Confirmation Written Consent** on page four of this notice.

▪ **Category 2 - Expense documents**

- ☐ copy of your bank statement(s)
- ☐ written confirmation of current accommodation (letter from landlord or owner of property, receipts, rental agreement)
- ☐ mortgage repayments
- ☐ groceries
- ☐ utilities bills (e.g. electricity, gas and phone)
- ☐ rates notices
- ☐ insurance policy premiums (e.g. home, health)
- ☐ loan documents (e.g. personal, car)
- ☐ transport costs (e.g. train, ferry, bus, taxi)
- ☐ vehicle expenses (e.g. registration, insurance, servicing, petrol)
- ☐ child care, school fees and other educational expenses
- ☐ documents listing any additional government debt (e.g. Centrelink, Australian Taxation Office)
- ☐ medical, dental, optical, ambulance and pharmacy expenses
- ☐ any other documentation that may support your application.

***Do not send original documents, only send copies.**

Please Note: You must ensure that you read and sign the declaration on page three of this document. Unsigned or incomplete applications will not be accepted and you may be required to complete a new application before SPER will consider any request to pay by instalments.

Contact us

Phone 1300 365 635
Address GPO Box 1387 Brisbane Qld 4001
Email sper@treasury.qld.gov.au
Fax 07 3220 6711
Website www.sper.qld.gov.au

Financial Disclosure Application (Individual)

Please note: This application will not be processed unless all sections are completed and supporting evidence of your income and expenses, which cover the last three months, are supplied.

Part A - Personal Details

| | | |
|---|--|---|
| 1. SPER Party ID: | <input type="text"/> | 2. Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/> |
| 3. Full name: | <input type="text"/> | 4. Date of birth: <input type="text"/> / <input type="text"/> / <input type="text"/> |
| 5. Driver licence number: | <input type="text"/> | 6. State: <input type="text"/> |
| 7. Residential address: | <input type="text"/> | |
| | Postcode: <input type="text"/> | |
| 8. Postal address: | <input type="text"/> | |
| | Postcode: <input type="text"/> | |
| 9. Email address: | <input type="text"/> | |
| 10. Home phone number: | (<input type="text"/>) <input type="text"/> | 11. Business hours number: (<input type="text"/>) <input type="text"/> |
| 12. Mobile phone number: | <input type="text"/> | 13. Can SPER contact you by SMS? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 14. Do you have any dependants? (E.g. spouse, children, or others that you are financially responsible for) | Yes <input type="checkbox"/> No <input type="checkbox"/> | |

| Name | Age | Relationship |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Part B - Employment / Income Details

| | | |
|---|--|---|
| 15. Do you receive a payment or benefit from Centrelink or the Department of Veterans' Affairs? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Go to question 19 |
| 16. Type of Centrelink/ Department of Veterans' Affairs payment/benefit: | <input type="text"/> | |
| 17. Customer Reference Number (CRN): | <input type="text"/> | |
| 18. Would you like your instalments to be automatically deducted from your Centrelink payments? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 19. Are you employed? | Yes <input type="checkbox"/> No <input type="checkbox"/> | 20. Are you self-employed? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 21. Employer's name: | <input type="text"/> | |
| 22. Employer's address: | <input type="text"/> | |
| | Postcode: <input type="text"/> | |

Please be advised that SPER will not process this application unless proof of income/benefits is attached.

As part of your instalment plan SPER may recommend, if eligible, that you undertake Community Service to reduce your debt

| | |
|---|---|
| 23. If eligible, would you consent to performing Community Service to reduce your outstanding debt? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 24. What is the maximum amount that you can afford to pay? | \$ <input type="text"/> Monthly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly <input type="checkbox"/> |
| 25. When would you like your instalment plan to start? | <input type="text"/> / <input type="text"/> / 20 |

Part C - Bank Account Details

| Bank Name | Account Holder | BSB Number | Account Number | Current Balance |
|----------------------|----------------------|------------|----------------------|-------------------------|
| <input type="text"/> | <input type="text"/> | - | <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | - | <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | - | <input type="text"/> | \$ <input type="text"/> |

Part D - Income and Expenses

26. Please include your monthly income and expenses.

| INCOME (Monthly after tax) | |
|---|----|
| Your after tax wages or salary | \$ |
| Your partner/spouse after tax wages or salary | \$ |
| Government pension or benefit (e.g. Centrelink) | \$ |
| Investment income | \$ |
| Bank interest | \$ |
| Financial support | \$ |
| Other | \$ |
| Total | \$ |

| EXPENSES (Monthly living expenses) | |
|---|----|
| Rent | \$ |
| Mortgage repayments | \$ |
| Groceries | \$ |
| Utilities (e.g. phone, gas, electricity) | \$ |
| Rates | \$ |
| Insurance (e.g. home, health, vehicle) | \$ |
| Personal loans | \$ |
| Car loan repayments | \$ |
| Car expenses (e.g. registration, petrol, repairs) | \$ |
| School fees | \$ |
| Child support | \$ |
| Government debt (e.g. Centrelink) | \$ |
| Other (provide details below): | |
| Credit card | \$ |
| Public transport | \$ |
| Medical expenses | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| Sub-Total (Other) | \$ |
| Total Monthly Expenses | \$ |

Please note: You are required to supply supporting evidence of your income and expenses covering the last three months.

Part E - Asset Details

27. Please include details of your assets

| Property (e.g. real estate) | Market Value |
|-----------------------------|--------------|
| | \$ |
| | \$ |

| Vehicle/Boat | Market Value |
|--------------|--------------|
| | \$ |
| | \$ |
| | \$ |

28. Are you owed money from another source?

Yes ☐

Amount owed \$

No ☐

Go to question 29

29. Are you expecting to receive a lump sum payment in the future?

Yes ☐

Go to question 30

No ☐

Go to declaration

30. Expected payment amount?

\$

31. Expected payment date(s)

Part F - Declaration

I declare that the content contained in this application is true and correct to the best of my knowledge, and acknowledge that providing false information is an offence under the Act.

I understand that my application will be based on the information that I have supplied, and that I authorise SPER to contact me and discuss my request to pay by instalments.

Applicant's signature



Date:

/ / 20

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

Fax 07 3220 6711

For further information on this form please visit our website or phone SPER:

Website www.sper.qld.gov.au

Phone 1300 365 635

Privacy Statement: SPER is collecting the information on this form to assess your financial circumstances and your capacity to make repayments to 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.

Income Confirmation Written Consent

Purpose of this statement

To assist the State Penalties Enforcement Registry (SPER) in accessing information about you held by Centrelink, with the purpose of arranging to pay your debt by instalments.

This consent will be used for the sole purpose of authorising Centrelink to provide information to SPER to assess your eligibility in relation to concessions or services provided by SPER.

1. Please read this statement before signing the consent

- ☐ I _____ authorise Centrelink to electronically provide a statement of information to SPER to assist in the assessment of my entitlement to services from SPER. I understand that the information provided by Centrelink may include, where relevant, current or historical details of payments received, dependants, Centrelink deductions, income, assets and *confirmation* of my current address.
- ☐ I understand that this authority, once signed, is effective only for the period I am a customer of SPER. I understand that this authority, which is ongoing, can be revoked at any time by giving notice to SPER.
- ☐ I understand that I will be able to obtain a written copy of the Statements at any time from either SPER or Centrelink.
- ☐ A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices or on Centrelink's website at www.humanservices.gov.au.

2. Applicant's signature



Date

/ / 20