

Application for an Instalment Plan

State Penalties Enforcement Act 1999 – Section 42

Purpose of this Application

To request that the fine(s) you have received be paid by regular part payments over a period of time determined by SPER.

This application will apply to all debts under this Party ID unless otherwise specified by you.

Privacy Statement

The collection and use of personal information by SPER is required for the purposes of fines enforcement which is prescribed in the *State Penalties Enforcement Act 1999*.

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 (eg: 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 - 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 (eg 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 that you are financially responsible for?)

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

Monthly

Fortnightly

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 (eg 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	\$

Direct Debit Request Service Agreement

(Do NOT return this page with your Application - Retain For Your Record)

1. **Check your account allows Direct Debits** – Direct Debiting through BECS (Bulk Electronic Clearing System) 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.
2. **Variations to Arrangements by Department** – Variations to the agreement will not be made by the State Penalties Enforcement Registry (SPER) without your authority.
3. **Variations to Arrangements by Customer -**
 - Variation of Arrangements** – Requests to decrease an amount or frequency of a direct debit can be made in writing or by calling the SPER Call Centre. 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 the SPER Call Centre. Notice of cancellation must be provided to SPER, **not** your own financial institution.
 - Cancelling/Altering a Single Debit** – If you wish to cancel or alter a single one-off debit (e.g. you have insufficient funds) contact the SPER Call Centre to arrange the alteration. If sufficient time allows the alteration will be made.
4. **Variations to Arrangements by Referring Agencies -**
 - Referring Agencies acknowledge the amount deducted will vary in accordance with the number of debt registrations.
 - Cancelling a Debit Request** – To cancel a **Direct Debit Request** contact the SPER Call Centre. Notice of cancellation must be provided to SPER, **not** your own financial institution.
 - Cancelling/Altering a Single Debit** – If you wish to cancel or alter a single one-off debit (e.g. you have insufficient funds) contact the SPER Call Centre to arrange the alteration. If sufficient time allows the alteration will be made.
5. **Disputes** – If you dispute any debit to your account pursuant to the **Direct Debit Request**, you should direct your query to the SPER Call Centre 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 item/s which you dispute.
6. **Change of Account** – If you wish to change a **Direct Debit Request** because of a change of your account, an amended Direct Debit form must be completed. Contact the SPER Call Centre to arrange for a new request to be forwarded to you. Until the new signed Direct Debit Request form is returned and registered with SPER, the current Direct Debit arrangement will continue.
7. **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**.
8. **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 (for example, 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.
9. **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. 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 debts.
10. **Customer's Agreement**
 - i) The customer acknowledges monies deducted from the indicated account are in satisfaction of debt/s registered with SPER. Monies will be deducted as per the DDR until complete satisfaction of the debt/s. The final deduction will be automatically reduced to the amount remaining and will not exceed the amount agreed in the DDR.
 - ii) The customer acknowledges that any debt registered with SPER after the lodgement of the DDR will be automatically added to the debt/s 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 intended. SPER will take reasonable precautions to maintain the confidentiality of your records and account details. Note, however, that SPER's financial institution may require such information to be provided in connection with a claim made on it relating to an alleged incorrect or wrongful debit.