



## Payment Arrangement / Direct Debit Request Application Form

You can apply to the Fines Enforcement and Recovery Unit for a payment arrangement to pay your fine by instalments or in full at a later date. An upfront application fee of \$19.50 may be applicable to enter into a payment arrangement with the Fines Enforcement and Recovery Unit.

### Provide details of your fine

**Ensure a copy of your fine is attached as your application cannot be assessed without your fine details.**

|                               |                      |                    |  |
|-------------------------------|----------------------|--------------------|--|
| Who issued/ordered your fine? | <input type="text"/> | Date notice issued | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Notice number/reference       | <input type="text"/> | Date payment due   | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Amount due                    | <input type="text"/> |                    |  |

### Provide your contact details

|                     |                      |                          |   |
|---------------------|----------------------|--------------------------|---|
| First name          | <input type="text"/> | Last name                | <input type="text"/>                              |
| Date of birth       | <input type="text"/> | Gender                   | <input type="text"/>                              |
| Phone (M)           | <input type="text"/> | Licence number           | <input type="text"/>                              |
| Phone (H)           | <input type="text"/> | Email address            | <input type="text"/>                              |
| Residential address | <input type="text"/> | Postal address           | <input type="text"/>                              |
| Employer            | <input type="text"/> | <input type="checkbox"/> | Confirm that you are the person named on the fine |

By entering into this arrangement you acknowledge that a fee may be payable and accept that:

- You will expiate the offence(s);
- You **can no longer** dispute the fine or elect to be prosecuted or apply for a review on the ground the notice is trifling;
- You **cannot** later lodge a statutory declaration to nominate another person for part or all of the expiation notice; and,
- You **cannot** later dispute or transfer the loss of demerit points associated with the expiation notice (if applicable).

Signature  Date  /  /

### Nominate your preferred payment arrangement terms

Pay the amount in full by  /  /  or  Pay by instalment

Weekly  Fortnightly  Monthly

**To find out how much you will need to pay, please go to [fines.sa.gov.au/payment-calculator](https://fines.sa.gov.au/payment-calculator).**

First payment date:  /  /  Payment amount: \$

### Nominate your preferred payment option

**Pay by Direct Debit** Please read the Direct Debit Request Service Agreement on the next page before submitting your application

|                        |                      |           |                      |                |                      |
|------------------------|----------------------|-----------|----------------------|----------------|----------------------|
| Financial Institution  | <input type="text"/> | BSB       | <input type="text"/> | Account Number | <input type="text"/> |
| Name of account holder | <input type="text"/> | Signature | <input type="text"/> | Date           | <input type="text"/> |
| Name of account holder | <input type="text"/> | Signature | <input type="text"/> | Date           | <input type="text"/> |

I/We authorise and request the Fines Enforcement and Recovery Unit (APCA User ID Number 77422 ) to arrange for funds to be debited from my/our account at the financial institution identified above and as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms and conditions described in the Direct Debit Request Service Agreement.

or

**Pay by Centrepay** Please read the Centrepay Agreement on the next page before submitting your application

What is your benefit type?  Centrelink Customer Reference Number:

or

**Pay online, via Bpay or at a post office**

Your payment details will be posted to you once we have established your payment arrangement

### Submit your form with a copy of the last notice you received regarding your fine

If your nominated terms are agreed to, you will receive a confirmation in the post. Otherwise we will contact you.

Return your form via **Email:** [fines@sa.gov.au](mailto:fines@sa.gov.au)

**Post:** PO Box 288, Rundle Mall SA 5000

**Fax:** (08) 8207 6273

## Agreement to Centrepay or Direct Debit Arrangement

### Centrepay Arrangement

If you have elected to pay using Centrepay please read and agree the Centrelink terms and conditions. Centrepay is a voluntary bill-paying service which is free for Centrelink customers. Use Centrepay to arrange regular deductions from your Centrelink payment.

#### I understand that:

Centrepay arrangements can only be set up to pay my fine(s) and I am unable to use Centrepay to pay a fine on behalf of another person.

#### I authorise the Fines Enforcement and Recovery Unit to:

- advise Centrelink of my nominated deduction details and relevant information provided for this payment request
- vary my Centrepay deductions, following written notification to me, to ensure my fine payment obligations are met.

#### I authorise Centrelink to:

- provide the Fines Enforcement and Recovery Unit with my Centrelink Customer Reference Number
- set up the Centrepay deductions
- deduct the nominated amount and pay it to the Fines Enforcement and Recovery Unit.

#### I understand that:

- my deductions will continue if I transfer to another eligible Centrelink payment in the future
- I can change or cancel my Centrepay deductions at any time by notifying Centrelink and the Fines Enforcement and Recovery Unit.

### Direct Debit Request Service Agreement

If you have elected to pay using Direct Debit:

#### Your responsibilities

It is your responsibility to make sure:

1. Direct Debit is available through your nominated account through BECS. If you are unsure, check with your financial institution.
2. The account details you have provided are correct. If you are unsure, check against a recent statement or check with your financial institution.
3. Sufficient cleared funds are in the nominated account when the payments are to be drawn. If a debit item is returned unpaid by your financial institution, you may be liable for any dishonour fees charged by that financial institution and it is your responsibility to ensure that your scheduled instalment payments are maintained.
4. If you wish to cancel, defer or alter a Direct Debit, submit a Direct Debit Cancellation Request Form or call the Fines Enforcement and Recovery Unit or your financial institution at least five business days before the next instalment is due. Direct Debit Cancellation Request Forms are available at [www.fines.sa.gov.au](http://www.fines.sa.gov.au) or by calling 1800 659 538. If the Direct Debit agreement is cancelled and an amount remains outstanding, under the obligations of your payment arrangement, you will need to ensure that your scheduled instalment payments are maintained.
5. If you wish to dispute any debit item, contact the Chief Recovery Officer on 1800 659 538 or provide full details in writing to **Chief Recovery Officer, PO Box 288, Rundle Mall SA 5000.**

#### Our commitment

The Chief Recovery Officer will:

6. Arrange deductions in accordance with the 'Details of the account to be debited' and 'Payment arrangement details' authorised in the Direct Debit Request Form.
7. Make deductions from your nominated account on the day that the instalment payment is due. If the debit falls on a day that is not a business day, we may direct your financial institution to debit your account on the next business day. If you are uncertain as to when the debit will be processed to your account, check with your Financial Institution.
8. Cease debiting your account once the 'total amount due' is paid or the Direct Debit arrangement is cancelled.
9. Cancel your Direct Debit if: a. Two consecutive scheduled payments are returned unpaid due to insufficient funds in the nominated account; b. The nominated account is closed; c. The details of the nominated account are not correct; or d. The nominated financial institution was unable to process the payment.
10. Ensure all records and account details are kept private and confidential and will only be used or disclosed for purposes relating to your Direct Debit Request payment facility in accordance with the State Government Information Privacy Principles unless otherwise authorised or required by, or in accordance with law.
11. Provide no less than 14 days' notice to you if there is a variation to any of the direct debit arrangements.
12. We may send notices either electronically to your email address or by ordinary post to the address you have given us.
13. Any notice will be deemed to have been received on the day they would be received in the ordinary course of post.