

**Instructions for completing a Payment Plan Application - Individuals**

These are instructions. It is important to complete this form with your own details and based on your own circumstances. If you need more help, you should get legal advice.



Enquiries 1300 655 805  
TTY 133 677 **Speak and Listen** 1300 555 727  
Website [www.revenue.nsw.gov.au](http://www.revenue.nsw.gov.au)

# Payment Plan Application – Individuals

To apply to pay your overdue fine(s) by instalments (or penalty notice(s) if you receive a government benefit).

**Note:**

- **Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes**
- If all sections are not completed, **your application cannot be processed**
- **If you receive a government benefit, you can save the enforcement fee by setting up a payment plan by the due date on the penalty reminder notice**
- You can organise a payment plan yourself through **online services**. Go to [www.revenue.nsw.gov.au](http://www.revenue.nsw.gov.au) for more information or send to Revenue NSW, PO Box A2571, Sydney South NSW 1235

**Your details**

First name  Last name   
 Date of birth  Best contact no.   
DD MM YYYY  
 Licence no.  Vehicle rego.

Current address   
 Suburb  State  Postcode

Postal address (if different)   
 Suburb  State  Postcode

**Note:** Please select preferred contact address:  Current  Postal  
 Email

I wish to pay the following by instalments:  
 Overdue Fine Number(s)

Penalty Notice Number(s) (must be on a government benefit – must sign declaration on next page)

I can afford to pay \$   per fortnight Centrelink Reference Number (CRN)

ABN (if applicable)  Employer business name

Benefit type  Employer phone no. ( )

Please arrange Centrepay deductions. I have signed the deduction authorisation on the back of this form.  **Tick this box to pay through Centrepay.**

Name of your Bank/Credit Union

**Declaration**  
 I have read and completed this form and all details are true and correct.  
 Signature  Date  /  / 20   
DD MM YY

Note: Any information provided may be used by Revenue NSW or provided to third parties with your consent as or required or permitted by law.

**Important: See over the page for more information.**

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## For penalty notices only:

By electing to pay my fines off via a Payment Plan, I accept that any demerit points associated with this penalty will now be applied to my traffic record. I am aware that if I do not comply with the terms and conditions of my Payment Plan that enforcement costs of \$65 (or \$25 for under 18s) will be added to my fines. I have read the declaration and agree with the conditions advised.

Signature

Date  /  / 20

Write the date

## Centrepay information

Revenue NSW can arrange to have your fortnightly instalment payments deducted from your eligible Centrelink Benefit using the Centrepay program:

- Most Centrelink payments are eligible for the Centrepay Program. Centrepay deductions are voluntary.
- Deductions will automatically cease when your instalment arrangement is paid in full.
- You should contact Revenue NSW to add new overdue fines to your payment plan. We will then reassess your repayment amounts and advise Centrelink of any changes.
- You can make changes to your Centrepay deductions by contacting Revenue NSW or Centrelink.
- If you wish to set up Centrepay deductions for your fortnightly instalment payments, read the deduction authorisation and sign the declaration.

## Deduction authorisation

For the purpose of this payment plan, I authorise Revenue NSW to advise Centrelink:

- to make the agreed deduction each fortnight from my current Centrelink payment(s),
- to decrease or suspend the nominated deduction when required to ensure my obligations under my payment plan are met,
- of my correct account or billing number if required.

I give permission for Centrelink to pay the amounts directly to Revenue NSW.

I understand that:

- it is my choice to have amounts deducted from my Centrelink payment,
- I can change or cancel the deduction at any time,
- if I transfer to another eligible Centrelink payment, I need to advise Centrelink that I wish for my repayments to Revenue NSW to continue,
- Centrelink will notify me in writing of any changes to my deductions,
- if the deductions from my Centrelink benefits are cancelled for any reason, I am still required to make the agreed repayments on my payment plan with Revenue NSW,
- Centrepay deductions may continue for any additional overdue fines, but the deduction amount will not change. My dispute options will still be available to me.

Your personal information is protected by law. Centrelink and Revenue NSW may share your personal information to fulfil the obligations of your agreed payment plan.

Information about Revenue NSW's privacy policy can be found on our website at [www.revenue.nsw.gov.au](http://www.revenue.nsw.gov.au)

Further information about Centrepay can be found online at [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay)

Your consent will be noted on your account record with Revenue NSW.

## Declaration

I have read and completed the information on this form and request that Revenue NSW organise Centrepay deductions on my behalf.

Signature

Date  /  / 20

Write the date