



## Payment Arrangement / Direct Debit Request application form

Apply to pay your fine by instalments or in full at a later date.

A payment arrangement fee of \$22.70 may be applicable to establish a new payment arrangement.

If you have more than one fine, please complete forms for each fine. The payment arrangement fee will only be applied once.

**Attach a copy of your fine so your application can be processed.**

### Tell us about your fine

Who issued your fine?  Notice number/reference   
Fine amount

### Your contact details

First name  Last name   
Date of birth  Employer   
Licence number  Email address   
Phone  Phone (other)   
Postal address  Residential address

Is this fine in the name of a company?

Company name

### How much can you afford?

I'd like to add this fine to my existing payment arrangement at the same installment amount

OR

I can afford to pay a total of  every  week OR  fortnight OR  month starting on this date:   
for all my fines.

OR

I can pay in full by

### How would you like to pay?

**Direct Debit** Please read the Direct Debit Request service agreement on the next page

Financial Institution  BSB  Account number   
Name of account holder  Signature of account holder   
Name of second account holder (if applicable)  Signature of second account holder (if applicable)

OR  **Centrepay** Please read the Centrepay agreement on the next page

Centrelink Customer Reference Number:  What is your benefit type?

OR  **Credit card** OR  **BPAY** OR  **Australia Post**

When your application has been processed, you will receive confirmation in the post. Otherwise we will contact you.

**Return this form and a copy of your fine to us via:**

**Email:** fines@sa.gov.au **OR** **Post:** PO Box 288, Rundle Mall SA 5000 **OR** **Fax:** (08) 8204 8440

By entering into this arrangement you acknowledge that:

- You confirm that you are the person named on the fine
- 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 offence is trifling
- You **cannot** later lodge a statutory declaration to nominate another person for part or all of the expiation notice
- You **cannot** later dispute or transfer any loss of demerit points or licence disqualification that may be associated with the expiation notice (if applicable)
- You have read and agree to the Direct Debit/Centrepay Agreement information overleaf
- In order for your arrangement to be established/varied, your fines may need to be aggregated.

Signature  Date

## Agreement to Direct Debit or Centrepay arrangement

### Direct Debit request service agreement

If you have elected to pay using Direct Debit, you authorise and request the Fines Enforcement and Recovery Unit (APCA User ID Number 77422) to arrange for funds to be debited from your account at the financial institution identified and as prescribed 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.

### 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 Fines Enforcement and Recovery Unit on 1800 659 538 or provide full details in writing to <https://myfines.sa.gov.au/OnlineFines/Email>. Alternatively, you can take it up directly with your financial institution.

### Our commitment

The Fines Enforcement and Recovery Unit will:

1. Arrange deductions in accordance with the 'Details of the account to be debited' and 'Payment arrangement details' authorised in this form.
2. 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.
3. Cease debiting your account once the 'total amount due' is paid or the Direct Debit arrangement is cancelled.
4. 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.
5. 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.
6. Provide no less than 14 days notice to you if there is a variation to any of the direct debit arrangements.
7. We may send notices either electronically to your email address or by ordinary post to the address you have given us. Any notice will be deemed to have been received on the day they would be received in the ordinary course of post.

### Centrepay agreement

If you have elected to pay using Centrepay, please read and agree the Centrelink terms and conditions below. 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.

### Credit card payments

Credit card payments can be made at [myfines.sa.gov.au](http://myfines.sa.gov.au).

If your payment arrangement is in arrears by more than 28 days, it will be terminated. Additional fees may be applied to the fines included in the arrangement. You may need to pay an arrangement fee to re-establish your arrangement.