Government of South Australia
Fines Enforcement and Recovery Unit

myfines.sa.gov.au
1800 659 538

Payment Arrangement / Direct Debit Request application form

Received a fine from SA Police? Take control and resolve it quickly by visiting myfines.sa.gov.au.
A payment arrangement fee of **$24.10** may be applicable to enter into a payment arrangement.
If you have more than one fine, please complete forms for each fine. The payment arrangement fee will only be applied once.

Tell us about your fine

Which department issued your fine? _(E.g. Adelaide City Council)_

Notice number/reference

Fine amount $

IMPORTANT: Please attach a copy of your fine to ensure we can process your request promptly and accurately.

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 will you pay?

☐ I can pay this fine in full at a later date

Date of single instalment

☐ I want to start a payment arrangement or modify an existing arrangement.

*To pay your debt sooner, we recommend paying **$75 per fortnight.***
This amount has been calculated to ensure debts are paid within 12 months.

I will pay a total of $ every week ☐ OR fortnight ☐ OR month ☐

starting on this date for my fine(s)

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**

By entering into this arrangement you acknowledge that:

- You are the person named on the fine/s,
- You take responsibility for the offence/s and accept any associated demerit points, and understand that by establishing this arrangement, you will no longer be able to nominate another driver, request a review of the offence or elect to be prosecuted by the Issuing Agency,
- If payments are overdue for more than 28 days, the arrangement will terminate, and significant enforcement fees may be added to the balance.

SIGN HERE

Signature or initials **Date**

PAA01

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

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

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 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.

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.