Application for a Waiver of Debt owed to the Government

WHAT IS A WAIVER OF DEBT?
The Finance Minister or delegate may waive an amount which is owed to the Commonwealth Government (section 63 of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)). This means that the debt is completely forgiven and can no longer be recovered.

Debts may be waived where the decision maker considers recovery of the debt would be inequitable or cause ongoing financial hardship.

The waiver of debt mechanism is discretionary and there is no entitlement to a waiver of a debt owed to the Government.

WHAT IS FINANCIAL HARDSHIP?
Financial hardship exists when payment of the debt would leave you unable to provide food, accommodation, clothing, medical treatment, education or other necessities for yourself or your family, or other people for whom you are responsible.

If you are applying for a waiver of debt on the grounds of financial hardship, please complete the Statement of Financial Details, available on the Finance website.

WHO CAN APPLY?
Any individual, company or other organisation can apply for a waiver of debt, either for themselves or for a third party if authorised.

Claims are made in writing. Face-to-face meetings are generally not conducted.

The waiver power only relates to debts owed to non-corporate Commonwealth entities (NCEs).

The waiver of debt mechanism is generally a remedy of last resort. It is not used where other viable avenues of redress are available.

Please note that completing this form does not guarantee that there will be a decision in your favour.

WHAT HAPPENS AFTER YOU APPLY
The investigation of your application will be a lengthy process. If you want to find out about the progress of your application, you can contact the Discretionary Payments Section.

Generally, Finance will seek information about your application from relevant NCEs. A copy of any information provided by another NCE will ordinarily be provided to you for an opportunity to comment, prior to a decision being made.

Once all relevant information is available, the request will be submitted for a decision as soon as practicable. You will be notified of the decision in writing.

PRIVACY
The information you provide will be protected in accordance with the Privacy Act 1988.

FOR MORE INFORMATION
Website

Email
sfc@finance.gov.au

Freecall (except from mobiles)
1800 227 572

WHERE DO I SEND THIS FORM?
Send the completed form to:
Discretionary Payments Section
Risk, Insurance and Special Claims Branch
Department of Finance
John Gorton Building
King Edward Terrace
PARKES ACT 2600

or

Email: sfc@finance.gov.au
**Part 1 (a): Personal details**

**Title**


**Surname (Family name)**


**Given name(s)**


**Date of birth**


**Part 1 (b): Company details**

**Company name**


**Authorised officer & position**


**Part 2: Contact details**

**Postal address**


**State and Postcode**


**Contact details**

**Home Phone Number**


**Work Phone Number**


**Mobile Phone Number**


**Email address**


**Part 3: Application details**

**Which NCE (Commonwealth department or agency) do you owe a debt to?**


**Have you sought review from the NCE in this matter or from another body e.g. the Ombudsman, a tribunal or a court?**

(Please tick)  Yes ☐ No ☐

*If you have answered no, there may be other avenues of redress available to you. Please contact the relevant NCE in the first instance.*

*If yes, who reviewed the matter and what was the outcome?*

*Please attach copies of review decisions.*
How did the debt arise and why do you consider you should not have to repay it?

*Please attach relevant supporting documentation.*

Please note that a decision may be made on this application on the information you have provided and any other supporting documents. You may not have a further opportunity to provide documents or evidence.

What is the value of the debt you are asking to be waived?

$  

**Part 4: Consent and acknowledgment**

I understand that in investigating my application, Finance may make relevant enquiries and share information with other NCEs and those NCEs may provide information to Finance.

I understand that there is no automatic entitlement to a waiver of a debt.

**Signature**

**Date**
Part 5: Authority for Representative

Complete the following details if you would like another person or organisation to act on your behalf when dealing with Finance. The person you nominate can be anyone above the age of 18 years.

Representative’s name

What is their relationship to you (e.g. father, sister, guardian, accountant, lawyer)?

Representative’s organisation

Postal address

State and Postcode

Contact details

Home Phone Number

Work Phone Number

Mobile Phone Number

Email address

Signature of person authorising the representative

Date

Representative’s Acceptance

I declare and accept that any personal information I am given access to under this arrangement is protected under Commonwealth legislation. I agree to access, use or disclose the information only as authorised by the person to whom the information relates.

Signature of Representative

Date