



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. If a company applies for an act of grace payment, this form

must be completed by an individual who is authorised to make this claim on behalf of the company (eg. director).

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). A list of NCEs is available on the [Finance website](#).

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

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.



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Privacy notice

In accordance with the *Privacy Act 1988* and the Australian Privacy Principles, the information, including personal information, provided in relation to this application will be used to assess your claim for a waiver of debt and to notify you of the outcome of your claim. In order to assess your claim Finance will only share relevant information about your application with relevant Australian Government departments or agencies unless you have otherwise agreed or it is required or authorised by law. If you do not provide your personal information, Finance may be unable to process your application.

Please identify any information you consider should not be disclosed outside of Finance. Finance will consider your request and will determine if this request can be accommodated in the circumstances.

Further information on how your personal information will be handled, including how to make a complaint about the handling of your personal information, is contained in Finance's Privacy Policy.

Our Privacy Policy is available at:
<https://www.finance.gov.au/publications/policy/departments-finance-privacy-policy>.
You can also contact Finance to obtain a copy.

For more information

Website:
<http://www.finance.gov.au/resource-management/discretionary-financial-assistance/>

Email: sfc@finance.gov.au

Freecall (except from mobiles):
1800 227 572

Where do I send this form?

Send the completed form to:
sfc@finance.gov.au



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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	

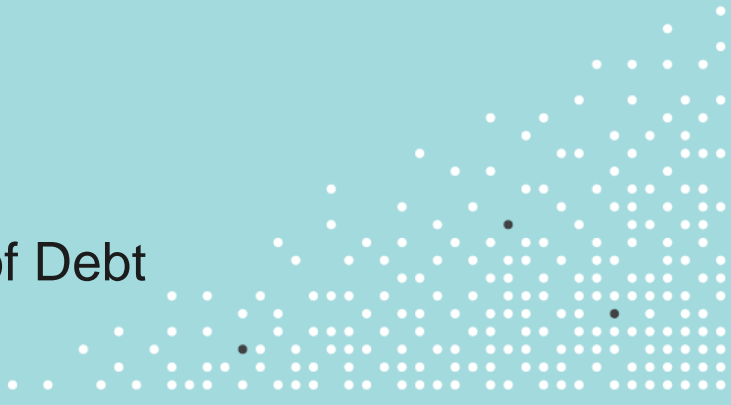
If you have completed Part 1(b) you must also complete the declaration at Part 5.

Part 2: Contact details

Postal address	
Home Phone Number	
Work Phone Number	
Mobile Phone Number	
Email address	



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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?

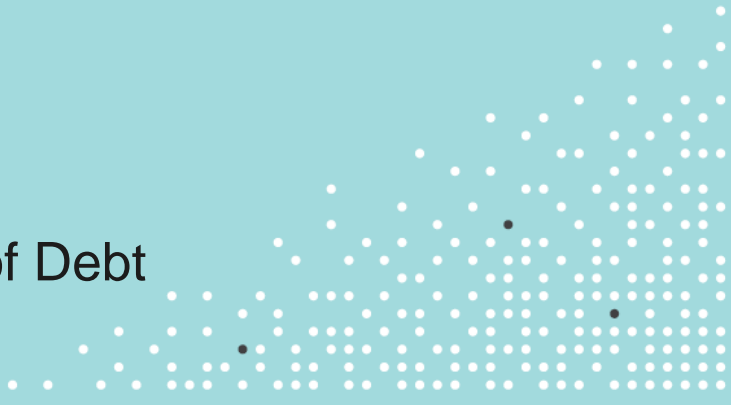
(Please tick) Yes **No**

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.

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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?

\$



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Part 4: Declaration for applicant

I declare that the information provided in this application, including in any attachments to this form, is true, correct and complete to the best of my knowledge. Should I become aware of any inaccuracies in the information provided I will inform the Discretionary Payments Section (sfc@finance.gov.au or 1800 227 572) as soon as practicable.

I understand that giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature

Date

Part 5: Declaration for applicants on behalf of companies [complete if applicable]

I declare that I have the authority to make this application on behalf of:

Company name

Signature

Position

Date



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Part 6: 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	
Their relationship to you (e.g. father, sister, guardian, accountant, lawyer)	
Representative's organisation	
Postal address	
Home Phone Number	
Work Phone Number	
Mobile Phone Number	
Email address	

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 person authorising the representative

Date

Signature of Representative

Date