WHAT IS A WAIVER OF DEBT

The Finance Minister or delegate may waive an amount which is owed to the Australian Government (section 34(1)(a) of the *Financial Management and Accountability Act 1997* (FMA Act)). This means that the debt is completely forgiven and can no longer be recovered.

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

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 Department of Finance and Deregulation 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 of debt power is available to provide a remedy for all FMA Act agencies. A list of FMA Act agencies is available on the Department of Finance and Deregulation website.

The waiver of debt mechanism is generally a remedy of last resort and is used only where there is no other viable avenue to provide redress.

Accordingly, you should attempt to resolve the matter in the first instance directly with the agency concerned.

WHAT HAPPENS AFTER YOU APPLY

The investigation of your application may be a lengthy process. If you want to find out about the progress of your application, you can contact the Discretionary Payments Section.

Generally, the Department of Finance and Deregulation will seek information about your application from relevant Government agencies. A copy of any information provided by another agency 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 and Deregulation
John Gorton Building
King Edward Terrace
PARKES ACT 2600

or

Email: sfc@finance.gov.au
Application for a Waiver of Debt owed to the Government

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 FMA Act agency(s) does your claim relate to?

Have you sought review from the relevant FMA Act agency(s) 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 agency(s) in the first instance.
If yes, who reviewed the matter and what was the outcome?
Please attach copies of review decisions.
Application for a Waiver of Debt owed to the Government

How did the debt arise and why are you applying for a waiver of debt?
*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.

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What is the value of the debt you are seeking waiver of?

$______

Consent

I understand that in investigating my application, the Department of Finance and Deregulation may make relevant enquiries and share information with other Australian Government agencies and those Australian Government agencies may provide information to the Department of Finance and Deregulation.

Signature

______________________________

Date

______________________________
Application for a Waiver of Debt owed to the Government

Authority for Representative

Complete the following details if you would like another person or organisation to act on your behalf when dealing with the Department of Finance and Deregulation. 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