Australian Government
Department of Finance

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 waiver of a debt owed to the Government.

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 request on behalf of the company (e.g. director).

Applications are made in writing. Face-to-face meetings are 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 at PGPA flipchart and list.

The waiver of debt mechanism is generally a remedy of last resort. It is not used where other viable avenues of redress are available. Finance will not be able to process your request if alternate avenues for relief remain available to you.

What happens after you apply?

The investigation of your application can be a lengthy process, and Finance will be unable to provide timeframes for resolution of your application. If you want to find out about the progress of your application, you can contact Finance by emailing sfc@finance.gov.au.

Finance may seek information about your application from relevant NCEs. A copy of any

information provided by another NCE will generally be provided to you for the opportunity to comment on any adverse information or inference 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 and the relevant NCEs will be notified of the decision in writing.

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Where do I send this application?

Please provide the completed application, and any documentation relating to your application, to sfc@finance.gov.au, or via post addressed to:

Discretionary Payments Section
Department of Finance
One Canberra Avenue
FORREST ACT 2603
AUSTRALIA

Please note that the Finance is unable to access third party document storage platforms.

Please provide all documentation in Word or PDF format.

Please note that paper copies sent by post will be digitised and then the hard copy will be destroyed in accordance with General Records Authority 31, in line with the Finance's 'digital by default' policy.

For more information

Website: Act of grace payments

Email: sfc@finance.gov.au

Freecall *(except from mobiles)*: 1800 227 572

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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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Please state how the debt arose and why do you consider you should not have to repay it.

Please attach relevant supporting documentation.

Please **do not** provide us with your **tax file number** (TFN). The Department of Finance is not authorised to receive TFNs and we do not require it to assess your application.

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.

We value and welcome your lived experience and personal insights. If your application includes content that may be emotionally confronting, please let us know by ticking this box: ☐

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

$

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Part 4A: Declaration for applicant

I declare that the information provided in this application, including in any attachments to this application, 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 4B: Privacy Notice

Your personal information is protected by law, including by the *Privacy Act 1988*. It is collected by the Discretionary Payments Section at the Department of Finance (Finance) to assess your request for a waiver of debt, and to notify you of the outcome of your application. Please do not provide personal information relating to other people unless you have sought and received their consent to provide their personal information to Finance.

In order to assess your request Finance may communicate with relevant Australian Government departments and agencies about your application. This may require us to disclose personal information to other relevant Australian Government departments and agencies and collect and share further personal information from those departments and agencies if the functions of those departments and agencies are relevant to your request.

Finance will not use or disclose any personal information relevant to your application for any other purpose without your consent unless required or authorised by law.

For more information about how Finance handles your personal information, including information about access to or correction of your personal information, please visit Finance's Privacy policy available on the Privacy policy page.

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Please note that if you do not provide your consent, Finance will be prevented from processing your application.

By signing this application, you **consent** to Finance collecting, using and disclosing your personal information in accordance with this Privacy Notice.

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. sister, guardian, 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	**Signature of Representative**
Date	**Date**