

## Apply to pay by instalments

1. Contact the Road Transport Authority's (RTA) Infringement Plan Office on (02) 6207 8754 for information.
2. Complete the application form and attach any supporting documentation.
3. If your application is rejected, you could appeal that decision, or look at the other options for dealing with the fine.

If you wish to pay a traffic or parking fine but cannot pay it all at once, you can apply to pay it in instalments. There is no time limit for how long the installment plan will last for. To enter a payment plan, you need to apply for an 'infringement notice management plan' (INMP).

The weekly payments will depend on your income. This means your application will need to include details of your financial circumstances.

Annual income	Payment per week
Concession card and less than \$35,000	Minimum of \$5
More than \$35,000 and less than \$60,000	Minimum of \$10
More than \$60,000 but less than \$100,000	\$10 - \$30
More than \$100,000 but less than \$150,000	\$30 - \$50
More than \$150,000	\$50 or more

**People earning \$60,000 a year or more do not have automatic access to this payment option.** They are required to provide evidence to demonstrate financial hardship and determine an appropriate weekly rate of payment.

### How to submit your application

Locate the relevant forms at:

<http://www.rego.act.gov.au/infringements/infringement-notice-management-plans/inmp-payment-plans>

**If you want the instalments taken from your Centrelink payment,** complete a general application form, a Centrepay deductions application form and a concession validation consent form.

**If you want the instalments directly debited from your bank account,** complete a general application form and a direct debit application form.

**If you already have an installment payment plan and want to add a new fine,** complete an application form to make changes to your infringement notice management plan.

You must **also provide photo ID and your pay slips or Centrelink income statement.**

Send the form(s) to:

Email	<a href="mailto:rusipo@act.gov.au">rusipo@act.gov.au</a>
Fax	(02) 6207 0402
In person	Level 1, Dickson Motor Vehicle Registry 13 – 15 Challis St, Dickson ACT 2602 or any Canberra Connect shop front
Post	Infringement Plan Office, PO Box 582 DICKSON ACT 2602.

If your application to pay off your fine this way is refused, you will be given notice of the refusal. You will have the later of 7 days from the day you receive that notice or 28 days from the day you receive the original fine to do something else.

If your application is approved, you must let the RTA know in writing if your financial situation changes and/or you cannot make a payment. If you miss payments, you risk your licence being suspended.

The material in this fact sheet is intended as a general guide only. Readers should not act on the basis of any material in this publication without first getting legal advice about their particular situations.

If you would like more information, please contact Street Law on 1800 787 529 or [info@streetlaw.org.au](mailto:info@streetlaw.org.au). Street Law is a program of Canberra Community Law Ltd.

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