Instructions for completing an Authority to Act - Revenue

These are instructions. It is important to complete this form with your own details and based on your own circumstances. If you need more help, you should get legal advice.



Revenue

Enquiries 1300 138 118 (Penalty Notice) 1300 655 805 (Overdue Fine) TTY 133 677 Speak and Listen 1300 555 727 Website www.revenue.nsw.gov.au

Authority to Act

To authorise someone to act on your behalf

Note:

- Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes
- If all sections are not completed, your application cannot be processed
- Providing a false or deliberately misleading statement may lead to a prosecution under Section 307A of the Crimes Act 1900
- Please send your completed form to Revenue NSW, PO Box 786, Strawberry Hills NSW 2012; or scan and use online services at <u>www.revenue.nsw.gov.au/contact</u>

| My details | | | |
|---|--|--|----------------------|
| I (full name of person named on fine) | | | |
| Address | Write your street number and street name | Write your state | Write your postcode |
| Suburb | Write your suburb, state and postcode | State Postcode | e |
| Date of birt | th DD MM YYYY Li | cence no. Write your licence number | |
| | Write your phone number | mail Write your email address, if you ha | ve one |
| Best contact Note: Plea | se select preferred contact address: | Email Tick one box | |
| Person authorised to act on my behalf | | | |
| Full name | Write the first and last name of the person you want to give authority to act on your behalf | | |
| Address | Write their street number and street name | Write their state V | Vrite their postcode |
| Suburb | Write their suburb | State Postcode | e |
| Date of birt | th DD MM YYYY B | est contact no. Write their telephone nu | umber |
| | te their email address, if they have one | | |
| Email Image: Address Image: Address Image: Email Tick one option for the authorised party Note: Please select preferred contact address: Image: Address Image: Email Tick one option for the authorised party | | | |
| Extent of Authority | | | |
| Please tick one of the boxes below. This authorisation is: | | | |
| Only in relation to the following fines (enter the fine notice/overdue fine(s) reference numbers below) | | | |
| Tick the first box if you want the person to act for all your fines or tick the second box if you give authority for some fines. | | | |
| You will need to give the reference number(s). It will be on the overdue fines notice. Sign below and write date. | | | |
| Important – This authority will remain ongoing, if this information changes and you need to update our records please contact us. | | | |
| Signature | x Sign here | Date DD | / 20 |
| | | | date you signed |

Privacy statement

Your personal information is being collected by Revenue NSW (RNSW), authorised by the Fines Act 1996.

We collect your personal information to manage your fine. RNSW takes the protection and privacy of your personal information seriously by handling personal information in a responsible manner and in accordance with the NSW Privacy Laws: *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*.

Your personal information may be disclosed to:

- Service NSW
- Revenue NSW's contracted printing and document capture service providers
- The authority who issued the fine including NSW Police, Local Councils and Transport for NSW
- The person you nominate. Note: disclosure of your name only in this instance

We may also disclose your information to other bodies as permitted or required by law.

Please refer to the <u>Revenue NSW Privacy Policy</u> for information on how to access or amend your personal information, or to make a privacy complaint.

© State of New South Wales through Revenue NSW, 2017. This work may be freely reproduced and distributed for most purposes, however some restrictions apply. Read the copyright notice at www.revenue.nsw.gov.au or contact Revenue NSW.