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.

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