



# How to Postpone or Write-off an Enforced Fine

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The Director of the State Debt Recovery Office (SDRO) can postpone the enforcement of or write-off your enforcement order if you are facing serious financial and medical or domestic problems.

## When can I apply?

You can apply once you have received an enforcement order. You will need to show that you have constant problems with money, a serious problem with your health or home life. These problems must be so severe that you cannot pay your enforcement order either now or in the future.

You must send information that shows:

- your current circumstances
- you don't have any possessions that could be sold to pay your enforcement order
- you can't do community service work instead of paying your enforcement order.

## How to apply

You need to write to the Director of SDRO. Your letter must contain:

- your full name, date of birth, address and licence number (if you have one)
- your enforcement order number(s)
- the grounds for your application, that is, financial, medical or domestic problems, or a combination of these
- your current financial situation. You need to fill out the enclosed Statement of Financial Circumstances form, showing: your income, all the things you own and your current debts. This form helps SDRO assess your regular living expenses
- If you are unemployed, or not working full time, you need to provide your social security details.

You **must** explain why you think your situation will not improve.

If you apply because of your **domestic circumstances**, you must describe your situation and the daily problems you face.



## MORE INFORMATION



[www.sdro.nsw.gov.au](http://www.sdro.nsw.gov.au)

### For Penalty Notice, Penalty Reminder Notice or Warning Notice enquiries:



1300 138 118  
TTY(02) 6354 7255  
(Hearing and speech impaired)  
8:00 am – 5:30 pm, Mon. to Fri.



(02) 4937 9111



[fines@osr.nsw.gov.au](mailto:fines@osr.nsw.gov.au)



PO Box 786  
Strawberry Hills NSW 2012



Payments by post:  
PO Box 4444  
Parramatta NSW 2124

Payments by phone:  
1300 130 112 (Local and interstate)  
612 9087 7917 (Overseas)

See your penalty notice  
for other payment options

Overseas clients, call 612 4937 9207.

### For Enforcement order, Roads and Traffic Authority Sanction, Property Seizure order, Garnishee order or Time to Pay order enquiries:



1300 655 805  
TTY (02) 6354 7255  
(Hearing and speech impaired)  
8:00 am – 5:30 pm, Mon. to Fri.



(02) 6354 7302



[info@sdro.nsw.gov.au](mailto:info@sdro.nsw.gov.au)



PO Box A2571  
Sydney South NSW 1235



Payments by post:  
Locked Bag 2128  
North Sydney NSW 2059

Payments by phone:  
1300 130 112 (Local and interstate)  
612 9087 7917 (Overseas)

See your enforcement order  
for other payment options

Overseas clients, call 612 6354 7000.

For example, you may be caring for someone and spending all your money to help them. If you can, provide a letter from a community welfare group to explain your problems, such as one from Mission Australia, The Salvation Army, The Smith Family or St. Vincent de Paul as this may assist your application.

If you apply because of your **medical circumstances**, you will need to include a letter or report from a doctor, hospital or health care worker.

## The application process

If the Director accepts your application, you will be sent a letter explaining what has been decided.

If you do not include all the information listed above, the Director may refuse your application. You may be asked to send in additional evidence if you have forgotten to include it with your application.

## What happens if my application is successful?

SDRO will stop further enforcement action on your enforcement order for five years.

You must not receive any new enforcement orders for five years. You will be contacted after this time to confirm if your situation has improved or not.

**Note:** If you receive any new SDRO enforcement orders after your application has been approved, The Director, SDRO may **reverse the decision** and you will **have to pay** all your enforcement orders as soon as possible.

## What if my application is not approved?

If the Director of SDRO has not approved the postponement or write-off of your enforced fine you can appeal this decision by applying to the Fines Hardship Review Board. For more information go to [www.sdro.nsw.gov.au](http://www.sdro.nsw.gov.au) or contact us on 1300 655 805.

## Can someone else apply on my behalf?

If you are unable to apply yourself, you can ask the following people to do it for you:

- any member of your family
- your solicitor or legal adviser
- anyone from a community welfare group.