

- The Applicant must complete and provide this form to the Tribunal and the Respondent by the date directed by the tribunal.
- Your answers to this form must reflect your financial circumstances at the time of completing this form.
- If you require additional space, you may include additional pages attached to this form.
- You may choose to provide supporting evidence with this form.
- If you can only give an estimate, insert the letter 'e' before the amount.
- If the amount is negative, insert a minus sign (-) before the amount.
- Please cross boxes where applicable.
- Please print clearly or type answers into this form.
- Call 1800 228 333 if you have any questions about completing this form.

PART A – DETAILS OF THE PROCEEDINGS

A1.1	Title of the Proceeding:	
A1.2	Proceeding Number:	

PART B – FINANCIAL SUMMARY

Income and Expenses

B1.1	Total fortnightly household income (add amounts at C2.7 and D1.15)	\$
B1.2	Total fortnightly household expenses (amount at E5.1)	\$
B1.3	Fortnightly disposable income (amount at B1.1 minus amount at B1.2)	\$

Assets and Liabilities

B2.1	Current value of assets (amount at F6.1)	\$
B2.2	Current value of liabilities (amount at G6.1)	\$
B2.3	Net Equity (amount at B2.1 minus amount at B2.2)	\$

PART C – YOUR HOUSEHOLD

C1.1	Do you live alone?	☐ Yes – Proceed to Part D.	☐ No – Please provide details below.
Details of persons living with you			
Please only include income information for anyone you financially support, and anyone who financially supports you. Names are not required to be provided.			
		Relationship to You	Average fortnightly income (before tax)
C2.1	Person 1		\$
C2.2	Person 2		\$
C2.3	Person 3		\$
C2.4	Person 4		\$
C2.5	Person 5		\$
C2.6	Person 6		\$
C2.7	Total fortnightly income of others living with you (add amounts at C2.1 to C2.6)		\$

PART D – YOUR INCOME

	Income Source	Average fortnightly income (before tax)
D1.1	Salary or wages	\$
D1.2	Director's fees	\$
D1.3	Government payments	\$
D1.4	Business income (after business expenses)	\$
D1.5	Rental income (after rental expenses)	\$
D1.6	Interest	\$
D1.7	Dividends	\$
D1.8	Commissions and royalties	\$
D1.9	Superannuation pension	\$
D1.10	Insurance or annuity payments	\$
D1.11	Child support	\$
D1.12	Other income (please specify):	\$
D1.13	Other income (please specify):	\$
D1.14	Other income (please specify):	\$
D1.15	Your total fortnightly income (add amounts at D1.1 to D1.14)	\$

PART E – YOUR HOUSEHOLD'S EXPENSES

Include expenses of anyone living with you who you financially support, or who financially supports you.

Do not include any business expenses

Residential Expenses

Do not include expenses of any rental/investment properties

	Residential Expense	Average fortnightly expense
E1.1	Mortgage	\$
E1.2	Rent	\$
E1.3	Board	\$
E1.4	Council rates	\$
E1.5	Water	\$

E1.6	Electricity	\$
E1.7	Gas	\$
E1.8	Telephone and internet (including mobile telephones)	\$
E1.9	Home and/or contents insurance	\$
E1.10	Repairs and maintenance	\$
E1.11	Total fortnightly residential expenses (add amounts at E1.1 to E1.10)	\$

Transportation and Vehicle Expenses		
	Transportation or Vehicle Expense	Average fortnightly expense
E2.1	Registration	\$
E2.2	Insurance	\$
E2.3	Repairs and maintenance	\$
E2.4	Fuel, petrol and oil	\$
E2.5	Loan repayments	\$
E2.6	Parking	\$
E2.7	Fares	\$
E2.8	Total fortnightly transportation and vehicle expenses (add amounts at E2.1 to E2.7)	\$

Medical and Health Related Expenses		
	Medical and Health Related Expense	Average fortnightly expense
E3.1	Health insurance	\$
E3.2	Income protection and life insurance	\$
E3.3	Medical (including pharmaceutical)	\$
E3.4	Dental	\$
E3.5	Optical	\$
E3.6	Total fortnightly medical and health related expenses (add amounts at E3.1 to E3.5)	\$

Miscellaneous Expenses		
	Expense	Average fortnightly expense
E4.1	Income tax (including HELP contributions, Medicare levy and Medicare levy surcharge)	\$
E4.2	Child support	\$
E4.3	Loan repayments (excluding mortgage and vehicle loans)	\$
E4.4	Credit card repayments (including store cards)	\$
E4.5	Groceries	\$
E4.6	Clothing	\$
E4.7	Personal grooming and hygiene (including toiletries and hairdressing)	\$
E4.8	Educational	\$
E4.9	Child care (after any child care subsidy and child care rebate)	\$
E4.10	Pay television	\$
E4.11	Entertainment (including magazine and newspaper subscriptions)	\$
E4.12	Holidays	\$
E4.13	Salary sacrifice (please specify):	\$

E4.14	Salary sacrifice (please specify):	\$
E4.15	Other expense (please specify):	\$
E4.16	Other expense (please specify):	\$
E4.17	Other expense (please specify):	\$
E4.18	Total miscellaneous expenses (add amounts at E4.1 to E4.17)	\$
E5.1	Total fortnightly household expenses (add amounts at E1.11, E2.8, E3.6 and E4.18)	\$

PART F – YOUR ASSETS

Include any assets owned by you and your spouse or de facto partner

Real Estate

F1.1	Do you, your spouse, or your de facto partner own any real estate (including the home you are living in)?	☐ Yes	☐ No – Proceed to Question F2.1
F1.2	Address:	Current Market Value	
	Purchase Date:	Purchase Price:	\$
F1.3	Address:	Current Market Value	
	Purchase Date:	Purchase Price:	\$
F1.4	Address:	Current Market Value	
	Purchase Date:	Purchase Price:	\$
F1.5	Total current market value of real estate (add amounts at F1.2 to F1.4)		\$

Vehicles

Include caravans, motorcycles, and boats

F2.1	Year and Make:	Model:	Current Market Value
	Purchase Date:	Purchase Price:	\$
F2.2	Year and Make:	Model:	Current Market Value
	Purchase Date:	Purchase Price:	\$
F2.3	Year and Make:	Model:	Current Market Value
	Purchase Date:	Purchase Price:	\$
F2.4	Year and Make:	Model:	Current Market Value
	Purchase Date:	Purchase Price:	\$
F2.5	Total current market value of vehicles (add amounts at F2.1 to F2.4)		\$

Bank Accounts

	Financial Institution	Current Balance
F3.1		\$
F3.2		\$

F3.3		\$
F3.4		\$
F3.5		\$
F3.6		\$
F3.6	Total current balance of bank accounts (add amounts at F3.1 to F3.5)	\$

Shares

F4.1	Company:		Current Market Value
	Purchase Date:	Purchase Price:	\$
F4.2	Company:		Current Market Value
	Purchase Date:	Purchase Price:	\$
F4.3	Company:		Current Market Value
	Purchase Date:	Purchase Price:	\$
F4.4	Total current market value of shares (add amounts at F4.1 to F4.3)		\$

Miscellaneous Assets

Include any other assets not already mentioned

Asset (Please Specify)		Current Market Value
F5.1		\$
F5.2		\$
F5.3		\$
F5.4	Total current market value of other assets (add amounts at F5.1 to F5.3)	\$
F6.1	Total value of assets (add amounts at F1.5, F2.5, F3.6, F4.4 and F5.4)	\$

PART G – YOUR LIABILITIES

Include any debts owed by you and your spouse or de facto partner

Mortgages

G1.1	Lender:	Original Loan Date:	Current Balance
	Original Amount Borrowed:	Monthly Minimum Repayment:	\$
G1.2	Lender:	Original Loan Date:	Current Balance
	Original Amount Borrowed:	Monthly Minimum Repayment:	\$
G1.3	Lender:	Original Loan Date:	Current Balance
	Original Amount Borrowed:	Monthly Minimum Repayment:	\$
G1.4	Total current mortgage balance (add amounts at G1.1 to G1.3)		\$

Vehicle Finance			
G2.1	Lender:	Original Loan Date:	Current Balance
	Original Amount Borrowed:	Monthly Minimum Repayment:	\$
G2.2	Lender:	Original Loan Date:	Current Balance
	Original Amount Borrowed:	Monthly Minimum Repayment:	\$
G2.3	Lender:	Original Loan Date:	Current Balance
	Original Amount Borrowed:	Monthly Minimum Repayment:	\$
G2.4	Total current vehicle finance balance (add amounts at G2.1 to G2.3)		\$

Credit Cards Include store cards			
G3.1	Card Issuer:		Current Balance
	Credit Limit:	Monthly Minimum Repayment:	\$
G3.2	Card Issuer:		Current Balance
	Credit Limit:	Monthly Minimum Repayment:	\$
G3.3	Card Issuer:		Current Balance
	Credit Limit:	Monthly Minimum Repayment:	\$
G3.4	Card Issuer:		Current Balance
	Credit Limit:	Monthly Minimum Repayment:	\$
G3.5	Card Issuer:		Current Balance
	Credit Limit:	Monthly Minimum Repayment:	\$
G3.6	Total current credit card balance (add amounts at G3.1 to G3.5)		\$

Personal Loans			
G4.1	Lender:	Original Loan Date:	Current Balance
	Original Amount Borrowed:	Monthly Minimum Repayment:	\$
G4.2	Lender:	Original Loan Date:	Current Balance
	Original Amount Borrowed:	Monthly Minimum Repayment:	\$
G4.3	Total current personal loans balance (add amounts at G4.1 and G4.2)		\$

Miscellaneous Debts Include any debts or liabilities not already mentioned			
G5.1	Creditor:	Date Debt Incurred:	Current Amount Owed
	Original Liability Amount:	Monthly Minimum Repayment:	\$
G5.2	Creditor:	Date Debt Incurred:	Current Amount Owed
	Original Liability Amount:	Monthly Minimum Repayment:	\$
G5.3	Total current other debts (add amounts at G5.1 and G5.2)		\$
G6.1	Total current liabilities (add amounts at G1.4, G2.4, G3.6, G4.3 and G5.3)		\$

PART H – YOUR FUTURE CIRCUMSTANCES			
H1.1	Do you expect your financial circumstances to significantly change in the next 12 months?	☐ Yes – Please provide details below	☐ No

Privacy Notice

We collect information about you from you and others to process your application and carry out the review under the Administrative Review Tribunal Act 2024.

For more information about what we do with information given to us during the review, including what information is usually made public and when information is kept confidential, see our Privacy Policy on our website (www.art.gov.au).

HOW DO I SUBMIT THIS FORM?

You can send us your form by email, post, or in person.

Email: reviews@art.gov.au

Post: Administrative Review Tribunal, GPO Box 9955, Your capital city (*Northern Territory residents should write to Adelaide*)
or Administrative Review Tribunal, c/- Supreme Court of Norfolk Island Registry, Kingston, Norfolk Island 2899

In person:

ADELAIDE Level 2, 1 King William St ADELAIDE SA 5000	BRISBANE Level 6 295 Ann St BRISBANE QLD 4000	CANBERRA Level 8 14 Moore St CANBERRA CITY ACT 2600	DARWIN Level 10 22 Mitchell Street (NT House) DARWIN NT 0800
HOBART Edward Braddon Building Commonwealth Law Courts 39–41 Davey St HOBART TAS 7000	MELBOURNE Level 4 15 William St MELBOURNE VIC 3000	NORFOLK ISLAND Supreme Court of Norfolk Island KINGSTON Norfolk Island 2899 TEL +61 2 9391 2400	PERTH Level 13 111 St Georges Terrace PERTH WA 6000
SYDNEY Level 6 83 Clarence St SYDNEY NSW 2000			

If you want more information or assistance, call us on **1800 228 333** (calls are free from landline phones, however calls from mobiles may be charged).

Non-English speakers can call the Translating and Interpreting Service on 131 450 and ask them to call the Administrative Review Tribunal.

If you are deaf or have a hearing or speech impairment, contact us through the National Relay Service. For more information visit www.accesshub.gov.au

Website: www.art.gov.au