



Application for Write-off of Overpayment

Under the overpayment provisions of the Enterprise Agreement, directorates/agencies are required to consider whether it is appropriate for an overpayment debt to be pursued, which includes considering whether the overpayment (or any outstanding balance of an overpayment) should be written off.

The *Financial Management Act 1996* and the directorate/agency Financial Instructions address the circumstances in which directorates/agencies may write-off debts.

This form is used for Shared Services Payroll to refer an overpayment matter to the directorate/agency to consider whether the overpayment debt should be written off under the overpayment provisions of the Enterprise Agreements and the *Public Sector Management Act 1994*. Write-offs must only be considered where there has been a rigorous pursuit of the debt already conducted, where it can be demonstrated that the costs of pursuing a debt outweigh the benefits or where any waiver of the debt has been first considered.

Employee details (Shared Services to complete)		
Family name:		Given names:
Directorate:		Section:
Classification:	AGS/Employee number:	Full-time/Part-time:
Details of the overpayment: Over what period of time was the overpayment made:		
Gross (pre-tax) amount of overpayment A gross overpayment must be recovered if the overpayment occurred in a different financial year to when it is being recovered.		
Net (after tax) amount totals A net overpayment is recoverable if the overpaid monies are being recovered in the same financial year in which the overpayment occurred.		
Outline how the overpayment occurred:		
Date when Shared Services Payroll identified the overpayment		
Shared Services Payroll comments and recommendations		
Other information relevant to the overpayment:		
Supporting documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name:		Position Title:
Signature:		Date:
Directorate HR to complete		
Comments:		

Is further information needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I have decided that based on the information available:	
<input type="checkbox"/> the directorate/agency will give consideration to the overpayment being written off under the provisions of the <i>Financial Management Act 1996</i> and the directorate Financial Instructions. <u>Note:</u> the directorate/agency will be required to write to the employee to advise them to the decision to write off the overpayment debt A write-off of an overpayment could be considered an irrecoverable debt. In relation to irrecoverable debts, the delegate must be satisfied that: <ul style="list-style-type: none"> • it is probable that the costs of recovery action will exceed the return; and • the debt is irrecoverable at law, or the debtor is without funds and there is no reasonable prospect of their financial situation improving; or	
<input type="checkbox"/> the overpayment should be pursued under the overpayment provisions of the Enterprise Agreements and the <i>Public Sector Management Act 1994</i> . Shared Services Payroll is requested to proceed on this basis.	
<input type="checkbox"/> I confirm that I have given consideration to the following matters in reaching this decision: <ul style="list-style-type: none"> • the period in which the overpayment occurred, and the mistake was made, or could have with reasonable diligence discovered, the mistake (the 6 year statute of limitations); and • the circumstances of the overpayment; and • the gross and/or net amount of the overpayment; and • the financial and other impacts that the recovery will have on the employee; and • the financial impact that the debt has on the Territory; and • the reputational and other risks to the Territory; and • any other relevant circumstance. 	
Strategic Finance notified or referred? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Officer:	
Supervisor/Manager/Executive notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Officer:	
Referral to Write-Off Delegate within directorate/agency? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Officer:	
Other instructions:	
Name:	Position Title:
Signature:	Date:
Shared Services Payroll Use Only	
Is further information needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Processed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Name:	Position Title:
Signature:	Date: