

Administration Fund quarterly advance payment claim

Electoral Disclosure and Funding Act 2023 section 150

Who should use this form?

An eligible registered party's agent or an independent House of Assembly member must use this form to make a quarterly advance payment claim from the Administration Fund for administrative expenditure to be incurred.

When to lodge this form?

A claim for a quarterly advance payment from the Administration Fund must be made **at least 2 weeks prior** to the beginning of the quarter for which the claim is being made.

If the quarterly advance payment claim is successful, payment will be made via EFT at the beginning of the relevant quarter.

How to lodge this form

Completed claims may be lodged in person, by post or by email:

In person:

Tasmanian Electoral Commission
294 Elizabeth Street, North Hobart TAS 7000

By post:

Tasmanian Electoral Commission
PO Box 307 Moonah TAS 7009

By email:

edf@tec.tas.gov.au

Queries? Please contact the TEC - 1800 801 701

Who can access this information?

Section 155 of the *Electoral Disclosure and Funding Act 2023* requires the publication of all claims for the Administration Fund on the Tasmanian Electoral Commission's website (with contact information, bank account details and signatures redacted). The Commission will also maintain a copy of all claims and supporting documents at their office for public inspection during normal business hours.

For more information about the Administration Fund, please visit tec.tas.gov.au

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Details of person making a claim (please print)

Family name		Given names	
Postal address			
Suburb		State	Postcode
Email	Mobile phone	Other phone	

I am a: (tick one)

Registered party agent

Independent House of Assembly member

Name of registered party (for party agents)

Name/s of eligible endorsed members: (for party agents)

Member name	Member name
Member name	Member name
Member name	Member name
Member name	

I am making a claim for: (tick the relevant quarter)

Jan - Mar

Apr - Jun

Jul - Sept

Oct - Dec

Year

Declaration statement

By lodging this form, I confirm that I understand:

- » any quarterly advance payment in excess of the amount payable for actual administrative expenditure incurred as a result of my quarterly payment claim for the same quarter must be repaid to the Tasmanian Electoral Commission, and
- » the excess must be repaid within 60 days after the Commission notifies me that the amount is repayable.

Date

DD / MM / YYYY

Signature



Details of account for payment

Name on account	
Bank name	BSB number (6 numbers)
Account number (9 numbers)	