

Administration Fund quarterly payment claim

Electoral Disclosure and Funding Act 2023 section 151

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 payment claim from the Administration Fund for administrative expenditure incurred.

What must be submitted with this form?

The *Electoral Disclosure and Funding Act 2023* and the *Administration Fund quarterly payment claims guideline* set out specific requirements for what must be included in an administrative expenditure claim. The Tasmanian Electoral Commission has provided a template that party agents or independent House of Assembly members may use to make a claim, to help them include all required information.

Note: in addition to the required details for each expenditure claim, a copy of the invoice, receipt or logbook entry (whichever applies) for the expenditure must be included with this claim.

Certain types of expenditure are excluded from the meaning of administrative expenditure under the *Electoral Disclosure and Funding Act 2023*, and should not be included in Administration Fund claims. For details, refer to section 14 of the *Electoral Disclosure and Funding Act 2023*, the *Administrative expenditure that is eligible for parliamentary allowances guideline*, and the *Administrative expenditure that confers a private benefit guideline*.

When to lodge this form?

An Administration Fund claim must be made **within 3 months** of the end of the quarter for which the claim is being made.

If the quarterly payment claim is successful, payment will be made via EFT within 30 days of the latest of the Tasmanian Electoral Commission receiving the claim, all documentation required, or additional information/evidence required by the Commission in connection with the claim.

How to lodge this form

Completed claims and all documentation 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

Was a claim for an advance payment made for the above relevant quarter: (tick one)

- Yes No

Details for payment

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

Statutory declaration 

Administration Fund quarterly payment claim

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Part B - Statutory declaration (please print)

I,

Full name

of

Residential address

Suburb

State

Postcode

Occupation

do solemnly and sincerely declare that:

The contents of this form and the attached claim details are true and correct.

I have included the relevant information as required by the Electoral Disclosure and Funding Act 2023 and the Administration Fund quarterly payment claims guideline.

The expenditure being claimed is administrative expenditure and not electoral expenditure, nor is it expenditure for which a member may claim a parliamentary allowance as a Member of the House of Assembly. I declare this either for myself as a Member, or any endorsed Member of the party for which I am party agent.

I make this solemn declaration under the Oaths Act 2001.

Date

DD / MM / YYYY

Signature



Before me,

Witnessed by (select one): Justice of the Peace Commissioner for Declarations Authorised person

JP stamp here (or JP number if stamp unavailable)

Family name

Given name

Occupation of Commissioner for Declarations or authorised person

Date

DD / MM / YYYY

Signature of witness



Visit [justice.tas.gov.au](https://www.justice.tas.gov.au) for information about witnessing a document