Address for correspondence
Divisional Returning Officer for
[DIV-NAME-HDR]
[DIV-POSTADDR-LINE1-HDR]
[DIV-POSTADDR-LINE2-HDR]

[MAIL-DPID-BCODE-HDR]
[ELECTOR-ID-HDR]
[MAIL-NAME]
[MAIL-ADDR-LINE1-HDR]
[MAIL-ADDR-LINE2-HDR]
[MAIL-ADDR-LINE3-HDR]
[MAIL-ADDR-LINE4-HDR]

AEC
Australian Electoral Commission

Division of [DIV-NAME-HDR]
[DIV-ADDR-LINE1-HDR]
[DIV-ADDR-LINE2-HDR]
[DIV-ADDR-LINE3-HDR]

Tel: [DIV-PHONE-NUM-HDR]
Fax: [DIV-FAX-DPID-HDR]

[POSTAGE-DATE-HDR]

Penalty Notice
Apparent Failure to Vote
This is a final notice
Action Required

Due Date: [DUE-DATE-HDR]

Dear [SALUTATION-NAME]

On [NV1 POSTAGE DATE HEADER] I wrote to notify you, under subsection 245(3) of the *Commonwealth Electoral Act 1918* (Electoral Act), that it appears you failed to vote at the [ELECTION-DESC-HDR] held on [ELECTION-DATE-HDR].

As I did not receive a response from you in the manner required, I am writing to give you this second penalty notice which I am sending under subsection 245(6) of the Electoral Act.

IF YOU DID VOTE
Please provide details so that voting records can be rechecked and corrected if necessary.

Location of the place where you voted   OR   ☐ **Tick the box if you voted by post**
(the AEC will need to confirm that you voted by post and, if no record is found, you may be penalised)

_____

If you did not vote, you have two options:

OPTION 1

IF YOU HAVE A VALID AND SUFFICIENT REASON FOR NOT VOTING
Please fill in this section. You will be advised if the reason you provide is not considered valid and sufficient.

I did not vote because (attach a separate sheet if required) _____

_____

DO NOT SEND PAYMENT IF YOU COMPLETE THIS PART

OPTION 2

IF YOU DO NOT HAVE A VALID AND SUFFICIENT REASON FOR NOT VOTING
Pay the administrative penalty of $20 using any of these methods.

Pay by credit card
Using Visa, Mastercard or Amex
Online: www.aec.gov.au/non-voters
Phone: 1300 453 579
Customer Ref. No. **[PAY-BY-REF-ID-HDR]**

Pay by cheque
Send this notice with your cheque or money order, made payable to the Australian Electoral Commission, in the reply paid envelope provided.

Pay by cash
Present this notice with your payment at any AEC office.
OR
Present this notice with your payment at any Australia Post outlet.

POST billpay

[BPOST-BCODE]
[BPOST-TEXT]

NOTE: PART PAYMENT NOT ACCEPTED.

DUE DATE: [DUE-DATE-HDR]   **AMOUNT DUE: $20.00**

As previously advised, failure to vote without a valid and sufficient reason is a criminal offence under subsection 245(15) of the Electoral Act.

If you do not reply to this penalty notice, or pay the $20 administrative penalty before [DUE-DATE-HDR], the matter may be referred to a court. This could result in a maximum fine of $222 (plus court costs) and a criminal conviction may be recorded against you.

If you are found to have voted in the election, or you provide a valid and sufficient reason for failing to vote, or pay the $20 administrative penalty within the prescribed time, the matter will be finalised and you will receive no further correspondence from the AEC regarding your apparent failure to vote.

If you are unable to respond to this penalty notice, someone else can complete the form or pay the $20 administrative penalty on your behalf. Should you require further information, please contact this office on the phone number above.

Yours sincerely
[DRO-NAME]
Divisional Returning Officer

Your enrolment as at Voting Day was:

[ELECT-ID-HDR]
[FULL-NAME]
[ENROLLED ADDRESS-HDR]

COMPLETE THIS SECTION IF RETURNING THIS NOTICE

Name (if different from above): ....

Daytime phone number: ....

Current residential address: ....
(if different from above)
....

Signature of elector or person acting on elector's behalf: ....

Name of person acting on elector's behalf (if applicable): ....

Date: ..../...................../.........................

FOLD HERE

Divisional Returning Officer for
[DIV-NAME-HDR]
[DIV-POSTADDR-LINE1-HDR]
[DIV-POSTADDR-LINE2-HDR]

▶▶ Return address

[FULL-NAME]
[MAIL-ADDR-LINE1-HDR]
[MAIL-ADDR-LINE2-HDR]
[MAIL-ADDR-LINE3-HDR]
[MAIL-ADDR-LINE4-HDR]

[RETN-ADDR-DPID-BC-HDR]
Divisional Returning Officer for
[DIV-NAME-HDR]
[RETN-ADDR-LINE1-HDR]
[DIV-POSTADDR-LINE1-HDR]
[RETN-ADDR-LINE2-HDR]

[ELECTOR-ID-BARCODE-HDR]
[ELECTOR-ID-HDR]

Please fold this notice and place in the reply paid envelope provided.
Ensure the return address to the left appears in the envelope window.
CEA Penalty Notice under subsection 245(6)