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

[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]

[POSTAGE-DATE-HDR]

Penalty Notice
Apparent failure to vote

Due Date: [DUE-DATE-HDR]

Dear [SALUTATION-NAME]

I am writing 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].

Scan the QR code at right if you prefer to respond to this notice online. Otherwise complete the sections below and return this notice by post.

RESPOND ONLINE
QR Code

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 or Mastercard

Online: www.aec.gov.au/non-voters

Phone: 1300 844 596

Customer Ref. No.
[PAY-BY-REF-ID-HDR]

Pay by cash

Present this notice with your payment at any Australia Post outlet.

POST billpay

[BPOST-BCODE]
[BPOST-TEXT]

OR

Present this notice with your payment at any AEC office.

DO NOT send cash through mail

NOTE: PART PAYMENT NOT ACCEPTED.

DUE DATE: [DUE-DATE-HDR]

AMOUNT DUE: $20.00

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 $330 (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 us using the contact details provided on this notice.

FOLD HERE

Yours sincerely
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 BY POST

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

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

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