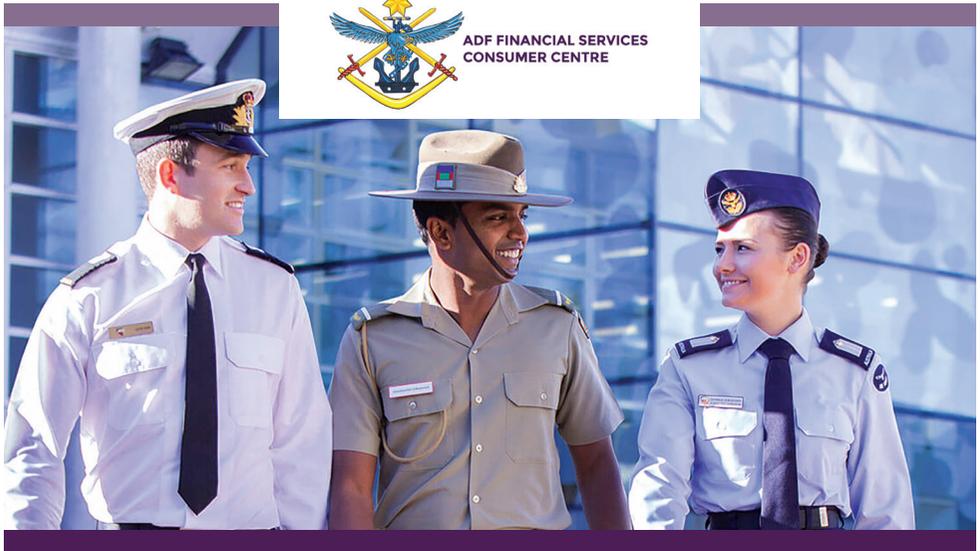




ADF FINANCIAL SERVICES  
CONSUMER CENTRE



## INITIAL TRAINING CHECKLIST

Begin building the financial capability you need from the start of your ADF career. See our dedicated initial training page [www.adfconsumer.gov.au/initial-training](http://www.adfconsumer.gov.au/initial-training) for further information and resources.

TOPIC	SUGGESTED ACTIONS
<b>ADF employment package</b>	<input type="checkbox"/> Understand the real value of your employment package by using the Employment Package Estimator at <a href="http://adfconsumer.gov.au/adfemploymentpackageestimator/">adfconsumer.gov.au/adfemploymentpackageestimator/</a> .
<b>Budgeting</b>	<input type="checkbox"/> Use the Budget Calculator at <a href="http://adfconsumer.gov.au/budget-calculator/">adfconsumer.gov.au/budget-calculator/</a> to see where your money is going and what's left over to save.
<b>Goal setting</b>	<input type="checkbox"/> Set at least one financial goal, decide when you want it, and work out how much you will need to save each pay to achieve it.
<b>Banking</b>	<input type="checkbox"/> Set up separate accounts for bills, spending and savings. <input type="checkbox"/> Split your pay into your separate bank accounts.
<b>Bills</b>	<input type="checkbox"/> Set up direct debits or credits for bills so they get paid on time, every time.
<b>Superannuation</b>	<input type="checkbox"/> Learn about your super on your fund's website. <input type="checkbox"/> Decide whether to make extra contributions, either before or after tax. For 'after tax' contributions, set up a recurring payment from your bank account. For 'before tax' contributions, contact Smart Salary on 1300 476 278. <input type="checkbox"/> Choose how you want your super invested and login to your account to change your investment option.

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TOPIC	SUGGESTED ACTIONS
<b>Debt</b>	<input type="checkbox"/> Minimise debt for things that go down in value (e.g., cars), save up for them instead. <input type="checkbox"/> Always look for a loan you can pay off early without penalty. <input type="checkbox"/> Don't be tempted to overspend when using buy-now-pay-later schemes.
<b>Insurance (personal possessions)</b>	<input type="checkbox"/> Insure personal possessions you can't afford to lose, including car, home and contents. <input type="checkbox"/> Keep insured values up to date.
<b>Investing</b>	<input type="checkbox"/> If you're thinking about investing, read the Investing money guide at <a href="http://adfconsumer.gov.au/your-money-guides/investing/">adfconsumer.gov.au/your-money-guides/investing/</a> .
<b>Income tax</b>	<input type="checkbox"/> Submit your tax return on time each year, and don't be tempted to make dodgy claims. <input type="checkbox"/> See <a href="http://www.ato.gov.au/occupations">www.ato.gov.au/occupations</a> for tax treatment of income and work-related deductions for ADF members. <input type="checkbox"/> To complete your own tax return go to <a href="http://www.my.gov.au">www.my.gov.au</a> and submit by 31 October.
<b>Scams</b>	<input type="checkbox"/> Visit the Scamwatch website <a href="http://www.scamwatch.gov.au/">www.scamwatch.gov.au/</a> to learn about common scams and how people have been caught out.
<b>Will</b>	<input type="checkbox"/> Have a valid will and keep it up to date. <input type="checkbox"/> See a lawyer to write or update a will (ADF LEGALOs may help). Never use a will kit!
<b>Need more help?</b>	<input type="checkbox"/> Contact the ADF Consumer Centre via the website at <a href="http://adfconsumer.gov.au/">adfconsumer.gov.au/</a> .

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