

# DEPLOYMENT CHECKLIST



A deployment can be an excellent opportunity to improve your personal financial position. It's wise to delay major financial decisions until you return. Take your time to consider your options and decide what's really important to you.



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TOPIC	SUGGESTED ACTIONS
Remuneration	<input type="checkbox"/> Understand your deployment allowances
Budget and Goal Setting	<input type="checkbox"/> Think about the use of your deployment income. Create a money plan <a href="https://adfconsumer.gov.au/budget-calculator">adfconsumer.gov.au/budget-calculator</a> <input type="checkbox"/> Write down and commit to at least one financial goal <input type="checkbox"/> Use a savings calculator to help you create and track your financial goals <a href="https://moneysmart.gov.au/saving/savings-goals-calculator">moneysmart.gov.au/saving/savings-goals-calculator</a>
Banking, Credit and Debt	<input type="checkbox"/> Make a list of all your bills and loan repayments and share with a trusted person (e.g. next of kin) <input type="checkbox"/> Consider setting up direct transfers using internet banking to manage bill payments <input type="checkbox"/> Provide bank account details to a trusted person <input type="checkbox"/> Consider if you want your trusted person to be a signatory or have online access to pay bills on your behalf <input type="checkbox"/> Don't use credit cards to set up direct debits (can be costly and complex to stop)
Superannuation	<input type="checkbox"/> Understand your superannuation account(s) and entitlements. Find out more at <a href="https://adfconsumer.gov.au/superannuation">adfconsumer.gov.au/superannuation</a> , <a href="https://csc.gov.au">csc.gov.au</a> or your superannuation provider <input type="checkbox"/> Consider making pre or post tax additional contributions to your super. Find out more at <a href="https://csc.gov.au">csc.gov.au</a> and <a href="https://smartsalary.com.au">smartsalary.com.au</a> <input type="checkbox"/> Use the ATO superannuation comparison tool <a href="https://ato.gov.au/YourSuper-Comparison-Tool">ato.gov.au/YourSuper-Comparison-Tool</a>
Death and Invalidity Cover	<input type="checkbox"/> As a member of ADF Super or other fund you have nominated, contact <a href="https://csc.gov.au">csc.gov.au</a> for information on ADF Cover <input type="checkbox"/> As a member of MSBS or DFRDB, understand your cover <a href="https://csc.gov.au">csc.gov.au</a> <input type="checkbox"/> Decide if you need extra life/disability cover on top of your current entitlements <input type="checkbox"/> Understand definitions (e.g. disability) and exclusions (e.g. war/war-like) in private sector insurance policies
Military Compensation	<input type="checkbox"/> Find out about your compensation entitlements <a href="https://dva.gov.au">dva.gov.au</a> <input type="checkbox"/> Register for My Service via <a href="https://my.gov.au">my.gov.au</a>
Insurance	<input type="checkbox"/> Insure things that are important to you e.g. car, home, contents <a href="https://adfconsumer.gov.au/insurance">adfconsumer.gov.au/insurance</a> <input type="checkbox"/> Compare insurance products for price, exclusions and definitions <input type="checkbox"/> Check your policy for exclusions on unoccupied or unrented properties
Salary Packaging	<input type="checkbox"/> If you have any questions about your salary packaging contact Smart Salary at <a href="https://smartsalary.com.au">smartsalary.com.au</a> or a registered tax agent/accountant/licensed financial adviser

TOPIC	SUGGESTED ACTIONS
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Tax	<input type="checkbox"/> Read about tax and access the ATO tax guide for ADF members <a href="https://www.adfconsumer.gov.au/income-tax">adfconsumer.gov.au/income-tax</a>
	<input type="checkbox"/> Lodge your tax return annually by 31 October <a href="https://www.my.gov.au">my.gov.au</a>
	<input type="checkbox"/> Consider using a registered tax agent or accountant if tax matters are complex
	<input type="checkbox"/> Contact a registered tax agent / accountant by 31 October if you need an extension of time
Will	<input type="checkbox"/> Check that you have a Will <a href="https://www.adfconsumer.gov.au/have-a-will">adfconsumer.gov.au/have-a-will</a>
	<input type="checkbox"/> Update your Will when major things change in your life e.g. marriage
	<input type="checkbox"/> If you want to make or update a simple Will free of charge, email Defence Counsel Services <a href="mailto:your.will@defence.gov.au">your.will@defence.gov.au</a>
	<input type="checkbox"/> Inform executor and next of kin of the location of your Will
Power of Attorney (POA)	<input type="checkbox"/> Decide whether you want and need to give someone a POA
	<input type="checkbox"/> Only ever give someone a POA if you completely trust them with your money and property because they will have the power to deal with it, use it or sell it as if they were you
	<input type="checkbox"/> See a lawyer for advice and to complete the paperwork
Financial Advice	<input type="checkbox"/> Watch the film 'Financial Advisers -The Facts and Fiction' <a href="https://www.adfconsumer.gov.au/getting-financial-advice">adfconsumer.gov.au/getting-financial-advice</a>
	<input type="checkbox"/> Consult the ADF Financial Advice Referral Program for remuneration conflict-free advisers <a href="https://www.adfconsumer.gov.au/find-a-financial-adviser">adfconsumer.gov.au/find-a-financial-adviser</a>
	<input type="checkbox"/> Consider getting professional financial advice
	<input type="checkbox"/> Obtain an engagement letter that includes fees and scope of work
Investing	<input type="checkbox"/> Plan for lump sum payments in advance
	<input type="checkbox"/> Only invest in products you understand
	<input type="checkbox"/> Find out about fees, costs and charges of any product before you invest
	<input type="checkbox"/> Learn more about investing <a href="https://www.adfconsumer.gov.au/investing">adfconsumer.gov.au/investing</a>
	<input type="checkbox"/> Consider getting financial advice <a href="https://www.adfconsumer.gov.au/getting-financial-advice">adfconsumer.gov.au/getting-financial-advice</a>
Defence Home Owner Assistance Scheme (DHOAS)	<input type="checkbox"/> Research home loans including comparison rates (interest and fees) prior to purchasing a home
	<input type="checkbox"/> Visit <a href="https://www.dhoas.gov.au">dhoas.gov.au</a> to check your eligibility for the scheme
	<input type="checkbox"/> Read our buying a home guide for more helpful tips <a href="https://www.adfconsumer.gov.au/buying-a-home">adfconsumer.gov.au/buying-a-home</a>
Rip Offs	<input type="checkbox"/> Check out how to avoid scams <a href="https://www.moneysmart.gov.au/online-safety/protect-yourself-from-scams">moneysmart.gov.au/online-safety/protect-yourself-from-scams</a>
	<input type="checkbox"/> Never gamble using credit <a href="https://www.adfconsumer.gov.au/gambling-on-credit">adfconsumer.gov.au/gambling-on-credit</a>
	<input type="checkbox"/> Understand your consumer rights <a href="https://www.accc.gov.au/consumers/buying-products-and-services">acc.gov.au/consumers/buying-products-and-services</a>
	<input type="checkbox"/> Research buying a car (best price and finance) and get advice before signing a contract <a href="https://www.accc.gov.au/consumers/specific-products-and-activities/cars-buying-or-rental">acc.gov.au/consumers/specific-products-and-activities/cars-buying-or-rental</a>
	<input type="checkbox"/> Beware of high-pressure car deals, car yard finance and car yard insurance
	<input type="checkbox"/> Watch out for dodgy warranties and worthless insurance



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