DEPLOYMENT CHECKLIST

ADF FINANCIAL SERVICES CONSUMER CENTRE

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.

Scan the QR code to search our website for any topic in this checklist **adfconsumer.gov.au**

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

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

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