

# DEPLOYMENT CHECKLIST



ADF FINANCIAL SERVICES  
CONSUMER CENTRE  
By Defence. For Defence.

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
<b>Remuneration</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Understand your deployment allowances</li></ul>
<b>Budget and Goal Setting</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Think about the use of your deployment income. Create a money plan <a href="https://www.adfconsumer.gov.au/budget-calculator">adfconsumer.gov.au/budget-calculator</a></li><li><input type="checkbox"/> Write down and commit to at least one financial goal</li><li><input type="checkbox"/> Use a savings calculator to help you create and track your financial goals <a href="https://www.moneysmart.gov.au/saving/savings-goals-calculator">moneysmart.gov.au/saving/savings-goals-calculator</a></li></ul>
<b>Banking, Credit and Debt</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Make a list of all your bills and loan repayments and share with a trusted person (e.g. next of kin)</li><li><input type="checkbox"/> Consider setting up direct transfers using internet banking to manage bill payments</li><li><input type="checkbox"/> Provide bank account details to a trusted person</li><li><input type="checkbox"/> Consider if you want your trusted person to be a signatory or have online access to pay bills on your behalf</li><li><input type="checkbox"/> Don't use credit cards to set up direct debits (can be costly and complex to stop)</li></ul>
<b>Superannuation</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Understand your superannuation account(s) and entitlements. Find out more at <a href="https://www.adfconsumer.gov.au/superannuation">adfconsumer.gov.au/superannuation</a>, <a href="https://www.csc.gov.au">csc.gov.au</a> or your superannuation provider</li><li><input type="checkbox"/> Consider making pre or post tax additional contributions to your super. Find out more at <a href="https://www.csc.gov.au">csc.gov.au</a> and <a href="https://www.smart.com.au">smart.com.au</a></li><li><input type="checkbox"/> Use the ATO superannuation comparison tool <a href="https://www.ato.gov.au/YourSuper-Comparison-Tool">ato.gov.au/YourSuper-Comparison-Tool</a></li></ul>
<b>Death and Invalidity Cover</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> As a member of ADF Super or other fund you have nominated for information on ADF Cover <a href="https://www.csc.gov.au">csc.gov.au</a></li><li><input type="checkbox"/> As a member of MSBS or DFRDB, understand your cover <a href="https://www.csc.gov.au">csc.gov.au</a></li><li><input type="checkbox"/> Decide if you need extra life/disability cover on top of your current entitlements</li><li><input type="checkbox"/> Understand definitions (e.g. disability) and exclusions (e.g. war/war-like) in private sector insurance policies</li></ul>
<b>Military Compensation</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Find out about your compensation entitlements <a href="https://www.dva.gov.au">dva.gov.au</a></li><li><input type="checkbox"/> Register for My Service via <a href="https://www.my.gov.au">my.gov.au</a></li></ul>
<b>Insurance</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Insure things that are important to you e.g. car, home, contents <a href="https://www.adfconsumer.gov.au/insurance">adfconsumer.gov.au/insurance</a></li><li><input type="checkbox"/> Compare insurance products for price, exclusions and definitions</li><li><input type="checkbox"/> Check your policy for exclusions on unoccupied or unrented properties</li></ul>
<b>Salary Packaging</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> If you have any questions about your salary packaging contact Smart at <a href="https://www.smart.com.au">smart.com.au</a> or a registered tax agent/accountant/licensed financial adviser</li></ul>

## TOPIC

## SUGGESTED ACTIONS

### Tax

- Read about tax and access the ATO tax guide for ADF members  
[adfconsumer.gov.au/income-tax](https://www.adfconsumer.gov.au/income-tax)
- Lodge your tax return annually by 31 October [my.gov.au](https://www.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](https://www.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](mailto: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](https://www.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](https://www.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](https://www.adfconsumer.gov.au/investing)
- Consider getting financial advice [adfconsumer.gov.au/getting-financial-advice](https://www.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](https://www.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](https://www.adfconsumer.gov.au/buying-a-home)

### Rip-Offs

- Check out how to avoid scams [adfconsumer.gov.au/scams](https://www.adfconsumer.gov.au/scams)
- Never gamble using credit [adfconsumer.gov.au/gambling-on-credit](https://www.adfconsumer.gov.au/gambling-on-credit)
- Understand your consumer rights  
[acc.gov.au/consumers/buying-products-and-services](https://www.accc.gov.au/consumers/buying-products-and-services)
- Research buying a car (best price and finance) and get advice before signing a contract  
[acc.gov.au/consumers/specific-products-and-activities/cars-buying-or-rental](https://www.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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