ADF Australian Defence Force

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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.

TOPIC	SUGGESTED ACTIONS
Remuneration	☐ Understand your deployment allowances ☐ Information on benefits and conditions of service can be found here **defence.gov.au/adf-members-families/benefits-conditions-service**
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 **adfconsumer.gov.au/pennysaver-savings-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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