



Initial Training Checklist

YOUR MONEY AND YOU

<input checked="" type="checkbox"/> Topic	Tasks
<input checked="" type="checkbox"/> Bank Accounts	Set up an easy access cash account. Consider also setting up a separate savings account. Understand fees and charges. Provide all details to next of kin.
<input checked="" type="checkbox"/> Budgeting	Complete online budget planner. www.adfconsumer.gov.au Resist impulse buying. Understand 'interest free' payment plans.
<input checked="" type="checkbox"/> Credit Cards	Consider having a debit card instead. Pay off whole balance to avoid high interest charges. Minimise number of credit cards. Understand fees and charges.
<input checked="" type="checkbox"/> Mobile Phones	Consider whether pre-paid or unlimited billing is best for you.



ADF Financial Services Consumer Council

<input checked="" type="checkbox"/> Bills	Make a list of all your regular bills. Record all payment due dates in your diary as the bills arrive.
<input checked="" type="checkbox"/> Credit Rating	Pay all bills on time to avoid a bad credit rating.
<input checked="" type="checkbox"/> Will	See an ADF Legal Officer (or external lawyer if that is not possible) about making a will and keeping it current.
<input checked="" type="checkbox"/> Power of Attorney	Consider whether you should see a lawyer (ADF or external) about granting a Power of Attorney to your spouse, partner or next of kin, and keeping it current.
<input checked="" type="checkbox"/> Compensation & Superannuation	Research and understand your entitlements under: Military Superannuation. www.militarysuper.gov.au Military Compensation. www.mrcs.gov.au
<input checked="" type="checkbox"/> Insurance	Consider insurance such as: life insurance, health insurance or an accident plan. Check for validity in 'a war zone', 'warlike conditions' or similar.
<input checked="" type="checkbox"/> Taxation	Read the Australian Tax Office guide for the ADF. www.ato.gov.au
<input checked="" type="checkbox"/> Financial Advice	Use the <i>Getting Advice</i> e-Learning module (or read the <i>Getting Advice</i> booklet) and consider whether you should see a financial adviser. www.adfconsumer.gov.au



ADF Financial Services Consumer Council