

### **Step 1**

Download the RWTF Loan Application Form (AE 796) from Web Forms.

Fully complete the "Applicant details" section

Please ensure that the date your current engagement ends is recorded on the application. For members who are serving on a permanent engagement this is your age retirement date.

### **Step 2**

Forward to your Supervisor or Unit Administrator

Unit recommendation

The recommending authority must be at least FSGT level. e.g. your CO, PCO (Admino) or Executive Officer.

The purpose of the Unit Recommendation is to provide an indication to the Investigating Chaplain / Officer that an applicant is not likely to be discharged during the term of the loan. Should the Unit recommendation indicate that a member is likely to be discharged then the Investigating Chaplain / Officer may need to re-negotiate the terms of the loan with the applicant.

### **Step 3**

Once recommended, you will receive your loan form back by email.

Complete "Bank details (your NPD pay account)" section

The bank details provided should match where your pay goes. This information is requested only because some members are not visible on D1 and some overseas members will need to nominate an Australian bank account.

Complete "Statement of amount, purpose of loan and prior financial details" section

Use the (Repayment Options Guide) to complete the required fields once you have decided how much you want to borrow.

Complete the Type of loan and maximum limits.

Group Life Loan - max \$5,500 - For members of the RWTF Group Life Insurance Scheme  
Long Service Loan - max \$4,500 - For members who have completed at least 10 years PAF service  
Home Improvement - max \$4,500 - Home improvements or furniture (Receipts may be requested)  
Professional Development – max \$4,500 – Computers, course costs (Receipts may be requested)

Purpose of loan - detail the reason(s) why you are seeking the loan - **THIS IS MANDATORY.**

Complete the "Financial details statement" then Statement of Fortnightly Income and Expenditure. (Complete all areas listed that are relevant to your financial position).

### **Step 4**

Members who are serving on a RAAF Base with a local Chaplain presence are to submit the application through the Chaplain's Office.

Members located overseas or at locations that do not have ready access to a RAAF Chaplain may submit their application directly to the RWTF Head Office in Canberra. Members in this category should first contact the RWTF by telephone (02) 6128 7639 or by email to RWTF@defence.gov.au

Email the loan application to the chaplains in your area and make an appointment.

RWTF Chaplain Contact List		
Amberley	<a href="mailto:amb.chaplains@defence.gov.au">amb.chaplains@defence.gov.au</a>	07 536 11834
Butterworth	<a href="mailto:Troy.white4@defence.gov.au">Troy.white4@defence.gov.au</a>	60 1247 1005
Canberra	<a href="mailto:chaplain-airforce-canberraarea@drn.mil.au">chaplain-airforce-canberraarea@drn.mil.au</a>	0459 803 332
Darwin	<a href="mailto:DAR.Chaplains@defence.gov.au">DAR.Chaplains@defence.gov.au</a>	08 892 35016
East Sale	<a href="mailto:eslchapteam@drn.mil.au">eslchapteam@drn.mil.au</a>	03 514 66725
East Sale (OTS)	<a href="mailto:eslchapteam@drn.mil.au">eslchapteam@drn.mil.au</a>	03 514 66644
Edinburgh	<a href="mailto:edn.chaplains@defence.gov.au">edn.chaplains@defence.gov.au</a>	0438 761 403
Edinburgh (IWD)	<a href="mailto:Robyn.kidd@defence.gov.au">Robyn.kidd@defence.gov.au</a>	08 738 34345
Glenbrook	<a href="mailto:dchapac.admin@defence.gov.au">dchapac.admin@defence.gov.au</a>	02 473 77854
Orchard Hills	<a href="mailto:Rodney.Bailey@defence.gov.au">Rodney.Bailey@defence.gov.au</a>	02 472 80416
Pearce	<a href="mailto:peachaplains@drn.mil.au">peachaplains@drn.mil.au</a>	08 957 17008
Richmond	<a href="mailto:ric.chaplains@defence.gov.au">ric.chaplains@defence.gov.au</a>	02 458 71215
Tamworth	<a href="mailto:Simon.carter2@defence.gov.au">Simon.carter2@defence.gov.au</a>	02 676 85221
Tindal	<a href="mailto:tdlchaplains@drn.mil.au">tdlchaplains@drn.mil.au</a>	0427 890 054
Townsville	<a href="mailto:tvlbasechaplaincy&amp;welfareadminsupport@dpe.protected.mil.au">tvlbasechaplaincy&amp;welfareadminsupport@dpe.protected.mil.au</a>	0418 977 196
Wagga	<a href="mailto:Wag.chaplains@defence.gov.au">Wag.chaplains@defence.gov.au</a>	02 693 74232
Wagga (1RTU)	<a href="mailto:Janice.mcwhinney@defence.gov.au">Janice.mcwhinney@defence.gov.au</a>	0416 106 518
Williams	<a href="mailto:wil21sqnchaplains@drn.mil.au">wil21sqnchaplains@drn.mil.au</a>	0429 781 525
Williamtown	<a href="mailto:wlmchaplains@drn.mil.au">wlmchaplains@drn.mil.au</a>	02 403 47818

After the interview the Chaplain will email you back with their recommendation.

#### **Step 5**

Complete loan agreement and indemnity and submit the application to the RWTF.

Our aim is to process loans received prior to 1100 Canberra local time that working day.