

Salary Packaging Application Form

My Details

Title	First Name	Surname
Date of Birth	Email Address	
Current Address		
Suburb/Town	State	Postcode
Mobile	Do you have a HELP/HECS Debt?	Yes No

My Employment Information

Employer Name	Payroll ID
Department	Location
Position	Full Time Part Time Casual

My Nominated Package Benefit(s)

Reportable Expenses have CAPS:	Public Hospital Employees	\$ 9,010 = \$346.54 per 26 fortnight pay cycle
	PBI Employees	\$15,900 = \$611.53 per 26 fortnight pay cycle
	Meal & Entertainment	\$ 2,650 = \$101.92 per 26 fortnight pay cycle

Please keep these CAPS in mind and nominate the Salary Packaging deduction and the amount to be paid, per pay cycle, to the following benefits:

Reportable Expenses (Tick Applicable Items)

Please reimburse me for:

- Mortgage Repayments
- Private Home Rental
- Credit Card Payments
- Personal Loan
- School & University Fees
- Household & Living Expenses
- Other _____

OR

Beyond Bank Australia – Salary Packaging Card

If you don't wish to speak to us about 'Other Benefits' below, skip to 'The Declaration' section on the next page.

Meal & Entertainment Expenses (Tick Applicable Items)^o

Reimburse on Claim OR

Beyond Bank Australia – Meal Entertainment Card

If you don't wish to speak to us about 'Other Benefits' below, skip to 'The Declaration' section on the next page.

Other Benefits

Please give me a call:

I'd like to know more about **Exempt/Work related benefits**.

I'd like to know more about a **Novated Lease** for a car.

^o Meal & Entertainment Expenses are subject to your Employer's Salary Packaging Policy.

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My Expense and Banking Details

You can choose to have your benefit paid to a nominated bank account or via BPay. Please use the section below to tell us which way you prefer. For multiple benefits, please supply these details for each nominated benefit.

If you have commenced Salary Packaging during the FBT Year, i.e. after 1 April and before 31 March the next year, you can still Salary Package up to your CAP amounts. Your CAP amount(s) can be averaged over the remaining pay cycles in the FBT Year. We refer to this as Maximising your benefits.

Should you wish for this to occur, please check the box next to Maximise in the following table. You can maximise both Reportable Expenses and Meal & Entertainment Expenses or either separate to each other. Give us a call if you have any questions.

Benefit Type	Amount	Method	BSB or Biller Code	Account Number or Reference	Account Name
Reportable Expenses	Maximise	EFT			
	\$ _____	BPay			
Meal & Entertainment Expenses	Maximise	EFT			
	\$ _____	BPay			

What do I need to submit?

Before we finish setting up your Salary Packaging, we need you to provide some supporting documents. We need these to make certain you are compliant with the Government regulations. What we need you to send through is:

Bank Acc Statement: For reimbursement of Mortgage, Private Home Rental, Personal Loan, School & University Fees, Household & Living Expenses, etc.

Other Statements: For direct payments to Credit Cards, Proof of Mortgage, Proof of Home Rental, etc.

Supplier Bill/Invoice: For direct payment of BPay payments, Household & Living Expenses, School & University Fees, etc.

Please note that the Bank Statements and Statements must be clear, be in your name (and/or your spouse's name), can't be any more than 3 months old and must show the payment details the same as in the above table. Supplier Bills and Invoices must be in your name and can't be older than the current FBT Year.

The Declaration

By submitting this form:

- I confirm I have read the 'Guide to Salary Packaging' for each nominated expense and agree to observe the requirements regarding the proof of expenditure and agree to the fees and charges deduction.
- I confirm that I have read my Employer's Salary Packaging Policy and reviewed and signed the Participating Employee Agreement.
- I authorise my Employer to deduct the nominated amounts and any applicable FBT amount from my salary and to alter future deductions as required.
- I confirm that I have supplied copies of the documents required to be submitted with this form and agree to supply updated documents as requested.
- I acknowledge that I will supply updated supporting documentation as required and requested by The Salary Packaging People.
- I acknowledge that the payment of the nominated amounts cannot happen until sufficient funds are received from my Employer.
- I confirm that the provided information is true and correct and I understand that by providing false or misleading information I will be responsible for the payment of any penalties and/or costs incurred by my Employer and/or The Salary Packaging People.
- I acknowledge that it is solely my responsibility to obtain my own financial advice independent of The Salary Packaging People and my Employer.
- I acknowledge that the details in this section are not the full Terms and Conditions and I have reviewed all the relevant Terms and Conditions.
- I declare that the notation of my name in the following 'Signature' section is an electronic representation of my signature for all purposes required in this form, just the same as my normal pen-and-paper signature.

Date	Signature
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Privacy

To read our privacy policy, please visit www.salarypackagingpeople.com.au/home/privacy-statement/