

# Remote Area Rent Benefit Application and Claim Form

- + If you live and work in a remote area you can salary package rental costs you and/or your spouse have paid in relation to your remote area home
- + Complete this form if you would like to salary package remote area rental costs you've already paid or if you're like to set up payment of your rent costs going forward.

I am a new customer (please complete section A)


I am an existing customer (please complete section B)


## Get in Touch


### We'd love to hear from you

If you have a question about this form, or any of your Salary Packaging Employee Benefits:

 1300 40 80 46

 customersupport@salarypackagingplus.com.au

 www.salarypackagingplus.com.au

 Level 12, 717 Bourke St, Docklands VIC 3008

## Section A - Your Details

Please complete all applicable fields. Please ensure to provide a home contact in case your circumstances change.

Title	<input type="text"/>	Legal Name	<input type="text"/>								
Gender	<input type="text"/>	Date of Birth	<input type="text" value="d"/>	<input type="text" value="d"/>	<input type="text" value="m"/>	<input type="text" value="m"/>	<input type="text" value="y"/>	<input type="text" value="y"/>	<input type="text" value="y"/>	<input type="text" value="y"/>	
Payroll ID	<input type="text"/>		Preferred Name	<input type="text"/>							
Employer	<input type="text"/>		Start date	<input type="text" value="d"/>	<input type="text" value="d"/>	<input type="text" value="m"/>	<input type="text" value="m"/>	<input type="text" value="y"/>	<input type="text" value="y"/>	<input type="text" value="y"/>	<input type="text" value="y"/>
Department/Site	<input type="text"/>		Pay Cycle Name (if known)	<input type="text"/>							
Employment Status	<input type="checkbox"/> Full/Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Fixed Term Contract and End Date	<input type="text"/>							
Home Address	<input type="text" value="street address"/>										
	<input type="text" value="suburb"/>			<input type="text" value="state"/>			<input type="text" value="postcode"/>				
Postal Address (if different to above)	<input type="text" value="street address"/>										
	<input type="text" value="suburb"/>			<input type="text" value="state"/>			<input type="text" value="postcode"/>				
Primary Email	<input type="text"/>		Secondary Email	<input type="text"/>							
Home Phone	<input type="text"/>		Mobile	<input type="text"/>							
Work Phone	<input type="text"/>										

## Section B - Existing Customers

Name	<input type="text"/>
Payroll ID	<input type="text"/>
Start Date	<input type="text" value="d"/> <input type="text" value="d"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>
Department/ Site	<input type="text"/>
Work Location	<input type="text"/>

### Checklist

For SalaryPackagingPLUS to set up your new package, we need:

- + Completed form
- + Recent payslip (or 5 payslips if you are casual)
- + Substantiation

## Remote Area Property: Details

The street address of the remote area property that is the subject of this claim is:

<input type="text" value="street address"/>		
<input type="text" value="suburb"/>	<input type="text" value="state"/>	<input type="text" value="postcode"/>

**Note:** by completing and signing this salary packaging claim form (below) you confirm that the remote area property identified above has not been used for income generating purposes (e.g. agricultural production or short/long term letting) during the claimed rental periods.

### Claim Instructions

- In order to claim remote area rent costs you must select one (or both) of the benefit claim options below.
- Make sure you properly consider and complete all checklist items for the option you are claiming as they are required to access the salary packaging tax benefits.
- If your rental costs are shared with others you must only claim the portion of the rent that you and/or your spouse pay.
- Make sure you attach one or more of the following substantiation items to the claim as it may not be accepted otherwise:

#### Claim Option 1: Future rental costs

- You must attach a copy of your lease agreement

#### Claim Option 2: Rent amounts you've already paid

- Rental ledger from your landlord showing rent amounts paid
- Rent receipts
- Bank statement showing rent amounts paid

## Claim Option 1: Future remote area rental costs

Complete this section to salary package future remote area rental costs directly to your landlord.

### Benefits checklist:

My landlord's bank details (for direct payment of remote area rent) are as follows:

Account Name		Financial Institution
<input type="text"/>		<input type="text"/>
BSB Number	Account Number	Transaction Reference Number
<input type="text"/>	<input type="text"/>	<input type="text"/>



I would like to salary package the following rental amount to my landlord: \$  per

I have attached a copy of my lease agreement showing me and/or my spouse as a listed tenant.

## Claim Option 2: Remote area rent amounts you've already paid

Complete this section to salary package remote area rent amounts you're already paid in relation to your remote area property

### Benefits checklist:

I would like to salary package \$  in total remote area rental costs previously paid.

I have attached evidence showing that the above rental costs have been paid by me and/or my spouse in relation to my remote area home

Please pay the salary packaged amounts into my personal bank account:

Account Name		Financial Institution
<input type="text"/>		<input type="text"/>
BSB Number	Account Number	Transaction Reference Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Employee Declaration

I declare that

- I am an employee of the above stated employer and have been employed there since / / / / / / /
- The information provided in the above claim in relation to my remote area property and personal circumstances is true and correct
- I have not previously claimed these same expenses through salary packaging elsewhere
- The property that is the subject of this claim is a residential home that has not been used for income producing purposes at any time during the periods covered by the rental amounts included in this claim.
- This claim does not include any remote area rental amounts other than those paid (or payable) by me and/or my spouse.
- I have read, and I agree to the terms and conditions of salary packaging as set by my employer and SalaryPackagingPLUS
- I authorise my employer and SalaryPackagingPLUS to arrange payroll deductions from my salary entitlement in order to enable payment of my chosen salary packaging benefit(s), including the benefits outlined in this form, and any SalaryPackagingPLUS administration fee.
- I understand that I am liable for any Fringe Benefits Tax that may be incurred due to incorrect information provided by me to SalaryPackagingPLUS in this document or at any other time.
- I will inform SalaryPackagingPLUS immediately upon vacating the remote area home that is the subject of this claim and/or upon relocating my primary place of employment to another locality.**

I have read and agree to the Privacy Policy which can be found at <http://salarypackagingplus.com.au/Privacy>

Signature

Date