

Portable Electronic Device Claim Form

- + Use this form to claim reimbursement for a laptop, iPad, tablet, electronic diary or other similar portable electronic device that qualifies for this benefit.
- + You are able to claim one item per FBT year (1 April to 31 March). The item must be used primarily for work purposes to qualify for the FBT exemption.

We'd love to hear from you

If you have a question about this form, or any of your salary packaging benefits:

- 1300 40 80 46
- customersupport@salarypackagingplus.com.au
- www.salarypackagingplus.com.au
- PO Box 7066, Melbourne VIC 3004

Your details

Organisation name

Full name Payroll no.

Email address Contact number

Your claim

Please advise the total cost below and attach a copy of your receipt to this claim form. Please retain the original receipt for your own records and for warranty purposes.

Total Value of Portable Electronic Device Purchase: \$

I authorise SalaryPackagingPLUS to reimburse the above expense over: Pay periods

I request reimbursement to be made to the following account:

<input type="checkbox"/> Use my existing bank account	OR	Financial institution	<input type="text"/>
		BSB number	<input type="text"/>
		Account number	<input type="text"/>
		Account name	<input type="text"/>

Employer authorisation (Mandatory):

As an exempt benefit under the fringe benefit legislation, the purchase of this portable electronic device for work purposes is approved. I am the authorised signatory for the above stated organisation:

Signature Date

Print name Position

Declaration

- I have read and agree to the terms of salary packaging as set by my employer and SalaryPackagingPLUS
- I confirm the above stated device will be used primarily (at least 50%) for work purposes
- I understand that only one of each type of portable electronic device can be salary packaged per FBT year (1 April - 31 March)
- I have read and agree to the Privacy Policy which can be found at <https://www.leaseplusgroup.com.au/privacy>

Signature Date