

# 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
- Level 12, 717 Bourke St, Docklands, VIC 3008

## 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