

Salary Packaging Application Form





Discover your Employee Benefits

Salary packaging is the ability to pay expenses from your pre-tax salary, reducing the amount of income tax paid on your salary.

- + General salary packaging benefits and payment cards are available
- + Meal entertainment cards and benefits are available.
- + You may also be eligible to enter into a novated lease - contact us for more information about the benefits of leasing a vehicle.

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

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"/>	Preferred name	<input type="text"/>							
Payroll ID	<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"/>
Employer	<input type="text"/>									
Department	<input type="text"/>						Gross salary	<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"/>									

Salary packaging

You can choose to salary package your living expenses and/or meal entertainment expenses either using a salary packaging payment card, or by reimbursement. When using a card, your packaged funds will be deposited for regular spending on to the Visa debit card. If you choose to package by reimbursement, we will deposit your payment directly to a nominated bank account on presentation of sufficient evidence.

Checklist

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

- + Completed Form
- + Payslip
- + Evidence (if claiming by reimbursement)

Living expenses

How much?

Please package the maximum amount for me

I'd like to package specific amounts per pay cycle.
Please deduct the amount below

\$.

per

How would you like to package?

Please send me a Living Expenses Card request



You will receive an email from MyCardPlus. Follow the link inside to get your card(s).

OR

By reimbursement

Please list items you would like to salary package and attach evidence with your application.

EVIDENCE EXAMPLES

- Mortgage:** loan statement showing your name, minimum repayment amount and frequency
- Rent:** rental agreement or letter from real estate/landlord stating the amount and frequency
- Credit Card:** credit card statement(s) showing the repayments you have made
- Other:** tax invoices/bill with proof of payment

Item	Amount	Evidence Provided
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Account name:

BSB number Account number

Reference:

Meal entertainment

How much?

Please package the maximum amount for me

I'd like to package specific amounts per pay cycle.

Please deduct the amount below

\$.

per

How would you like to package?

Please send me a Meal Entertainment Card request



You will receive an email from MyCardPlus. Follow the link inside to get your card(s).

OR

By reimbursement

Once you have accumulated \$500 worth of receipts, please complete and submit the meal entertainment claim form available on our website. You can also submit receipts via our online portal.

Complete your application

Please tick any of the following that apply to you:

- I have a Study and Training Support Loan debt (previously known as HECS/HELP)
- I have a company car
- I do NOT claim the Tax-Free Threshold in my salary with this employer

Declaration

I declare the following:

- I am eligible to participate in my employer's salary packaging program
- I have read and agree to the terms and conditions of salary packaging as set by employer and SalaryPackagingPLUS
- I authorise payroll deductions to enable payment of my chosen salary packaging benefit(s) and administration fee
- I understand that benefit payments can only be made following deduction from my salary, and that non payment of salary will result in non payment of the benefit if there is insufficient balance in my salary packaging account
- I acknowledge that it is my responsibility to confirm what effect, if any, this salary packaging will have on any government payments I receive or are required to make
- I acknowledge that salary packaging may result in a reportable fringe benefit on my annual payment summary or income statement
- I acknowledge the information provided by SalaryPackagingPLUS does not constitute financial or taxation advice
- I acknowledge that any incorrect information provided to SalaryPackagingPLUS that results in a Fringe Benefits Tax liability will be my responsibility
- The information provided in this form is true and correct to the best of my knowledge
- I have read and agree to the Privacy Policy which can be found at <https://www.leaseplusgroup.com.au/privacy>

Signed

Date