

Salary Packaging Card Application

EML Meal Entertainment & Living Expenses Cards

NSW Health Salary Packaging Card Program

EML Payments Pty Ltd are the approved supplier of NSW Health Salary Packaging Cards. There are 2 different cards available for employees to access Salary Packaging benefits:

- Living Expenses Card (LEC)** – used to access your expense reimbursement benefit cap of \$9,009. This card can be used to pay for the majority of your expenses wherever MasterCard is accepted.
- Meal Entertainment Card (MEC)** – used to access your Meal Entertainment benefit cap of \$2,650. This card can be used to pay for eligible Meal Entertainment expenses wherever MasterCard is accepted.

Both the LEC and MEC are required to be used in accordance with the NSW Health Salary Packaging Policy PD2018_044 which can be accessed at https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2018_044

Card Fees

There is a \$66 annual fee for each card. \$5.50 will be charged to your MEC and/or LEC account on the 15th of each month. The fee will be charged after the first deduction is made onto the card. If there are insufficient funds in your account/s to cover the fee, it will accrue (be owed) and be charged to your account when sufficient funds are available.

Card Application – how to apply

To apply for a LEC and/or MEC please provide details below and forward to your Salary Packaging Administrator. An electronic copy is preferred. EML will then send you an email inviting you to verify your details/address that your physical card will be delivered to.

When you have verified your details, your Salary Packaging Administrator will set up your deductions in accordance with your instruction below. If your deductions commence prior to you receiving your physical card you can access your benefit/s via the digital NSW Health Mastercard card [ie virtual card]; downloaded free of charge from your mobile application [App] store [search for EML Benefits].

All fields are mandatory. Incomplete applications will be returned as they are unable to be processed.

LHD/Health Agency		
Title	Surname	Name
StaffLink ID	Date of Birth	Mobile Phone No
Email		
<i>This is the email your card invite will be sent to and will act as your login ID to the EML website to manage your account/s</i>		
Residential Address		
<i>This cannot be a PO Box. Please include postcode</i>		
Postal Address		
<i>If different to the above</i>		
I would like to apply for the EML:		
Living Expenses Card – please indicate <i>either</i> :	\$9,009*	OR \$ _____ over _____ fortnights
Meal Entertainment Card – please indicate <i>either</i> :	\$2,650*	OR \$ _____ over _____ fortnights
* Deductions to LECs and MECs cease after the last pay in February each year. This is to allow sufficient time for you to spend your funds, as any funds on the cards at the end of the FBT year (ie 31 March) reduces the amount able to be packaged to the card in the following FBT year.		
<i>I agree to comply with the terms and conditions as outlined in the NSW Health Salary Packaging Policy PD2018_044</i>		
Signature		Date / /