



# Salary Packaging Application Form for Officers





## Discover your Employee Benefits

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

+ General salary packaging benefits and payment cards are available

### 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

**Important information:** once you have submitted your salary packaging application form, SalaryPackagingPLUS will confirm your details and eligibility with Salvation Army, which can take up to 48 hours. Once SalaryPackagingPLUS has received confirmation from The Salvation Army, your salary packaging arrangements will be set up within 24 hours. You will receive a confirmation email to your nominated email address confirming your arrangements and salary packaging start date, taking into consideration any payroll cut-off dates.

## Your details

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

Employer	The Salvation Army										
Title		Legal name									
Gender		Preferred name									
Date of birth	d	d	m	m	y	y	y	y	Annual allowance		
Employment status	<input type="checkbox"/> Full/Part time	<input type="checkbox"/> Casual	<input type="checkbox"/> Fixed term contract and end date	d	d	m	m	y	y	y	y
Home address	street address										
	suburb				state				postcode		
Postal address (if different to above)	street address										
	suburb				state				postcode		
Primary email											
Secondary email											
Home phone						Mobile					
Work phone											



## Salary packaging

You can choose to salary package your living expenses by 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
- + Evidence (if claiming by reimbursement)

## Living expenses

### How much?

You can salary package up to 30% of your allowance.

- 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.

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
<i>Eg: Mortgage statement</i>	\$70.85	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Account name:

BSB number  Account number

Reference:



## 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 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 The Salvation Army's salary packaging program
- I have read and agree to the terms and conditions of salary packaging as set by The Salvation Army's 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 allowance, and that non payment of allowance 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 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