



Salary Packaging Application Form for Employees





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 408 046
-  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 |
| Gross salary | | | Or if Award employee, hourly rate |
| 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 | <i>street address</i> | | |
| | <i>suburb</i> | <i>state</i> | <i>postcode</i> |
| Postal address (if different to above) | <i>street address</i> | | |
| | <i>suburb</i> | <i>state</i> | <i>postcode</i> |
| 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 card, or by reimbursement.

When using a card, your packaged funds will be deposited for regular spending on to the Visa debit card issued by Beyond Bank.

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?

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 Salary Packaging Card



You will receive an email from us containing a link to complete your Beyond Bank card application.

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

Account name:

BSB number Account number

Reference:



Meal entertainment

You can choose to salary package meal entertainment in addition to your living expenses, by either using a payment card or by reimbursement.

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



You will receive an email from us containing a link to complete your Beyond Bank card application

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 claim the tax-free threshold with The Salvation Army
- I do NOT claim the tax-free threshold with the Salvation Army

Declaration

I declare the following:

- I am eligible to participate in 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 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

* If you are a casual employee, please submit your last 6 pay slips so that we can determine your average earnings and the amount you are able to salary package each fortnight.