

# Salary Packaging Approval Form



## Employee Details

Employer Name				
Title	First Name		Last Name	
Annual Salary	Employment Start Date		Job Title	
Residential Address				
Suburb	State		Post code	
Mobile Number	Work Number			
Home Number	Email Address			

## Personal Bank Account Details (in the event we need to reimburse you)

Account Name		BSB		Account No.	
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## Packaged Items

### Motor Vehicle (Novated Lease)

Vehicle Description		<input type="checkbox"/> Petrol <input type="checkbox"/> Diesel	Body Type	
Lease Term		Annual Kms		

### Work related / Otherwise Deductible Items (excluding Laptop / tablet / Mobile Phone / Superannuation / Novated Lease)

Item Description	Self or Payee	BSB or Bpay Code	Account No. / Card or Reference No.	Amount (inc GST)

### Laptop / Tablet / Mobile Phone

Device Description			
Cost of device		Including GST	

Please nominate the preferred number of pay periods for this salary sacrifice arrangement

\* PLEASE NOTE: A copy of the "Electronic Device Benefit Declaration" must be provided to verify that your device will be predominantly used for work purposes.

### Superannuation

I authorise a deduction of \$

Name of Super Fund

BSB Account No. or Bpay Code Reference

\*PLEASE NOTE: A copy of your latest statement MUST be provided to verify the fund and policy details.

phone  
1300 664 323

fax  
03 9249 9600

email  
support@simplygreen.com.au

web  
simplygreen.com.au

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## Substantiation

Employees must demonstrate that payments are being made for legitimate and approved benefit items. Please provide copies of any supporting documentation for each item (eg. Tax invoice, Policy Statement, Payment receipts.)

Simplygreen Salary Packaging is unable to remit any payments without receipt of substantiation for each item detailed in this Salary Packaging Approval Form. Please submit relevant substantiation with this form.

## Fees

A small administration fee will be charged whenever you decide to salary package an item. Administration fees will be itemised on your Payroll Deduction Schedule.

You are entitled to a number of free package alterations per year (as agreed with your Employer). A fee may apply for each additional alteration over the free limit.

Any applicable fees will be automatically deducted from your pre-tax salary.

## Employee Declaration

- I agree to package these payments.
- I authorise my Employer to adjust my salary as shown on my Payroll Deduction Schedule and remit to Simplygreen Salary Packaging each pay cycle.
- I acknowledge that my Employer's liability for the payment of Fringe Benefits Tax (FBT), if any, in relation to my package is my responsibility and payable by me.
- I acknowledge and consent to the use and disclosure of my personal information between business units of Simplygreen Salary Packaging for information and administration of Novated Lease and other salary packaging benefits.
- I acknowledge that I have read and understood the standard salary packaging terms and conditions <http://simplygreen.com.au/termsconditions>
- I confirm the payee, amount and account details are correct.
- I agree to immediately repay any amounts paid on my behalf that exceed the agreed package.
- I acknowledge that Simplygreen Salary Packaging employees have not provided financial or tax advice and that no information, either verbal or printed, I received from Simplygreen Salary Packaging constitutes taxation or financial advice.
- I acknowledge that it is my responsibility to establish what effect, if any, this salary packaging will have on any Government assistance I receive.

Name  Signature  Date

## Employer Declaration

I declare that the Employee named on this form is eligible to salary package items detailed in this application.

Name of Authorising Officer

Signature  Date

This Salary Packaging Approval Form and copies of statements, invoices, receipts (and other supporting documents) can be forwarded to:

Email: [support@simplygreen.com.au](mailto:support@simplygreen.com.au)

Fax: 03 9249 9600

Mail: 832 High Street, Kew East VIC 3102

phone  
1300 664 323

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03 9249 9600

email  
[support@simplygreen.com.au](mailto:support@simplygreen.com.au)

web  
[simplygreen.com.au](http://simplygreen.com.au)