

# Salary Packaging Application Form

Otherwise Deductible

### To Submit this Form:

1. Fill in all details
2. Print the form
3. Place employee and employer signature at the bottom
4. Send your completed and signed form to: [SalaryPackagingAdmin@fleetpartners.com.au](mailto:SalaryPackagingAdmin@fleetpartners.com.au)

## 1 Employment Information

Employer:

Employment Status:

Payroll No.:

Pay Frequency:

## 2 Personal Information

Title: Mr. Ms Miss Mrs. Dr. Other:

Given name (s):

Surname:

Date of Birth:  
(dd/mm/yyyy)

Gross Annual Salary: \$

Phone (Work):

Phone (Mobile):

Email Address:

Residential Address:  
(Unit or Apt. no. / Street Name  
Suburb / State / Postcode)

Postal Address:  
(if different from above)

## 3 Items to Salary Package

Package Item	Account Name	BSB	Account Number	Amount
				\$
				\$
				\$
				\$

Substantiation Checklist: Please attach a copy of the applicable Tax Invoice to substantiate your claim

## 4 Employee Declaration

By signing this form, I:

- declare that the information provided is true and correct to the best of my knowledge;
- understand that I will be required to pay a fee for the salary packaging services, and that this may be deducted from my salary sacrifice amount by my employer;
- acknowledge and agree that at the end of each FBT year, I must provide FleetPartners with a required employee declaration to substantiate my employer's FBT treatment of this benefit;
- authorise FleetPartners to administer and, where required, alter my deductions in accordance with the requirements of this benefit, including the calculation of any applicable fringe benefits tax and/or employee (post-tax and pre-tax) contributions;
- acknowledge that a payment(s) or reimbursement(s) will only occur when sufficient funds have been received by FleetPartners;
- acknowledge that this benefit will be used solely in respect of my employment and that I will complete an employee declaration as required by the ATO to verify this at the end of the fringe benefits tax year (being 31 March);
- acknowledge the cost of any home office furniture (if applicable) that I am packaging per FBT year will not exceed \$300 for an individual item (including GST), or \$300 in total for a set of items (including GST), and that I am responsible for monitoring this cap;
- understand that any incorrect information provided to FleetPartners that results in a fringe benefits tax debt will be my liability;
- acknowledge that any information provided by FleetPartners does not constitute financial or taxation advice and that FleetPartners recommend that I seek independent professional advice before entering into a salary packaging arrangement;
- have read, understand and agree to the [FleetPartners Salary Packaging Services – Terms and Conditions](#); and
- have read, understand and agree to the [FleetPartners Privacy Policy](#)

Employee Signature:

Date:

Employer Signature:

Date: