



You have received this salary packaging agreement as you have completed and returned the Living Away From Home Allowance Checklist and have been assessed as being eligible to salary package for a living away from home allowance (LAFHA).

If you believe you have received this application form in error, please advise Chandra Yellapragada on ext 29585

General Instructions for completing the Salary Packaging Application Form

1. You are strongly advised to obtain financial advice from an independent financial adviser prior to considering the University's offer to enter into this salary packaging arrangement.
2. Prior to signing this form, you must read the revised university's Salary Packaging Policy.
3. ***This form must be signed, witnessed and returned to HR Operations by you and the University's agreement confirmed by return email from HR Operations before the salary packaging arrangement will take effect.***
4. You are reminded that this Salary Packaging Agreement is subject to review every year and you will be required to complete a *LAFHA Checklist* at the end of each FBT year to assess for your continuing eligibility for the LAFHA. If you continue to be eligible for the LAFHA, you will be forwarded a new LAFHA Salary Packaging Agreement *with* the revised values of the food and accommodation components.
5. **In addition, at the end of each FBT year, AND at the time of ceasing employment with the University, you will also be required to complete a *Living Away From Home Declaration* regarding your resident status (living away from home) over the previous FBT year and you will be required to provide details of your current and previous homes to the University. This is a Tax Office requirement and if it is not completed will result in the loss of the tax exemption on the LAFHA received.**
6. You must notify HR Operations immediately if your circumstances change at any time during your receipt of a LAFHA. Examples of the change in circumstances are:
 - Change in visa status from Temporary Business Long Stay (Subclass 457) to permanent resident
 - Purchase of property and/or land
 - Change of your terms of employment from fixed term to continuing.If any of the above listed circumstances occur, you will no longer be eligible for a LAFHA and the arrangement will cease.
7. Salary packaging for a LAFHA is a non-standard benefit which attracts an administration charge of \$20.00 per fortnight to cover the administration and compliance cost of providing this benefit.

NOTE:

Fringe benefit tax (FBT) year commences 1 April each year and ends at 31 March the following year.



SECTION 1 – STAFF MEMBER’S DETAILS

Family Name		Given Name(s)	
Personnel Number		Contact Tel. No	_____
Address			

SECTION 2 – LIVING AWAY FROM HOME ALLOWANCE

I am an employee of Monash University currently employed on a fixed term contract and entitled to current gross salary of \$ per annum. (*Gross salary appears on your fortnightly payslip available on ESS (<http://www.adm.monash.edu.au/sss/ess>).*)

I hereby request to salary package a living away from home allowance, being an allowance that will assist me with the additional non-tax deductible expenses and disadvantages incurred as a result of me being required to live away from home to perform my employment duties at the University. The allowance should be made up of the following:

\$ _____ per fortnight	in respect to additional food expenses	Adults and Child
\$ _____ per fortnight	in respect of additional accommodation expenses	for

Total LAFHA of \$ _____ per fortnight, Equalling \$ _____ per annum.

SECTION 3 – DECLARATION BY STAFF MEMBER

I understand/ acknowledge that:

- I have been advised to seek independent financial advice before entering into this Agreement.
- This Agreement will only apply for 2011/12 FBT year and my eligibility will be reviewed annually effective 1 April.
- The LAFHA will be deducted from my gross base salary.
- I will also be required to complete a *Living Away from Home Declaration* at the end of each FBT year OR at the time of ceasing employment with the University and that failure to complete the declaration will result in the loss of the tax exemption on the LAFHA received.
- I **must notify** HR Operations immediately if there are any changes in my circumstances that will impact on my continuing eligibility to salary package a LAFHA. If my circumstances change such that I no longer qualify as living away from home, my entitlement to salary package LAFHA will cease immediately. The change in circumstances that apply include:
 - submitting an application for a permanent residency;
 - purchase of a property or land;
 - change in the terms of employment from fixed term to continuing.
- An administration fee of \$20.00 per fortnight applies for the provision of this non-standard benefit and will be deducted from my base salary.
- Until HR Operations has confirmed by email to you that the University agrees to this Salary Packaging Agreement the requested salary packaging arrangement is not binding on the University and will not formally be in place.

I declare that the information provided to the University to calculate the above LAFHA is true and correct. I acknowledge that if I have provided any false or misleading information, I am solely responsible for any resulting taxation implications and penalties and will reimburse the University any Fringe Benefits Tax if the LAFHA is deemed to be a non exempt item.

Staff member’s signature	Date	___ / ___ / _____
Name (PRINT)	Faculty/Division	
WITNESSED BY		
Signature of Witness	Date	___ / ___ / _____
Name of Witness (PRINT)	Faculty/Division	

FOR HR OPERATIONS OFFICE USE ONLY

Received on	HR Processing Admin Fee WT: WT 7043	
Processed by	Date	___ / ___ / _____

Please return completed form to: Chandra Yellapragada, HR Operations, Monash HR, Monash University VIC 3800

Monash HR privacy collection statement is located at: <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>