



### Important Information:

This form is to be completed for salary packaging of a portable computer, mobile phone or Qantas Club membership.  
Please complete the relevant shaded sections below.

### SECTION 1 – STAFF MEMBER'S DETAILS

<b>Name</b>		<b>Staff ID No.</b>							
<b>Department</b>		<b>Contact No.</b>							

### SECTION 2 – ITEMS FOR SALARY PACKAGING

Please indicate items you are salary packaging

✓	Salary Packaging Item		Amount \$
	Cost of purchase of portable computer and business computer software, portable printer <i>To be packaged over 3 months only unless negotiated for a longer period.</i>	WT 9500	
	Cost of purchase of mobile phone	WT 9502	
	Cost of Qantas Club membership <i>(One Year or Two Year membership is able to be salary packaged)</i>	WT 9510	

### SECTION 3 – DECLARATION BY STAFF MEMBER

- I understand that in order to package these items I must submit the original paid tax invoice for their purchase together with a reimbursement claim form and that once I have submitted these, my package amount will be adjusted accordingly. Monash HR will then provide a revised confirmation of my new gross salary and the date from which the new salary packaging arrangement will become effective.
- I note that the university makes fortnightly administration charge in respect of the benefits provided which will be deducted fortnightly and I agree to pay this charge as varied by the university from time to time.
- I acknowledge that should I wish to change or cease my salary packaging arrangements, I will notify Monash HR in writing.
- I acknowledge and agree that the University has advised me to seek independent financial advice before considering the University's offer to enter into this salary packaging arrangement.
- I acknowledge that I may request changes to the structure of my remuneration package once per annum (on 1 April) for consideration by the University.
- I declare the laptop computer and/or personal digital assistant and/or mobile phone and/or electronic diary I have salary packaged is/are primarily for work purposes.**

#### Payment of expenses

- I acknowledge that should I cease employment at Monash University, the university will deduct any monies owing in respect of this salary packaging agreement.
- I will notify Monash HR immediately of any leave without pay or my resignation from the university so that arrangements can be made to stop the payment of any expenses I am having salary packaged.

### CHECKLIST FOR STAFF MEMBER

To help ensure that your application is processed swiftly, have you completed the following requirements:

<input type="checkbox"/>	<b>Obtained and attached to this form, the <u>ORIGINAL</u> paid Tax Invoice(s) in your name for the item(s) you are salary packaging on this form?</b>	<input type="checkbox"/>	<b>Completed the attached GST Reimbursement Form? <i>Only 1 form is required if you are packaging multiple Items on this form</i></b>
<b>Signature</b>		<b>Date</b> ___ / ___ / _____	

### FOR HR OPERATIONS USE ONLY

<b>Processed</b>	<b>Checked</b>	<b>Date</b>	<b>Pay Period</b>
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**For assistance please contact HR Enquiries on ext 20400**  
Please return completed form to:  
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>

**Instructions on completing this form:**

This form is to be completed only by staff members who have submitted a request to salary package any of:

- portable computer
- business computer software
- mobile phone
- Qantas Club membership

The GST-exclusive component of the invoices will be salary packaged through the payroll system, use this form to claim reimbursement of the GST component of the invoices.

**Please return this form together with your completed Salary packaging application.**

**PLEASE NOTE:**

**THE ORIGINAL paid tax invoice in your name, must be attached to this form before any reimbursement can commence. Salary packaged items such as portable computer, business computer software and mobile phone are to be used primarily for work purposes.**

**SECTION 1 – STAFF MEMBER’S DETAILS**

<b>Name</b>		<b>Staff ID No.</b>								
<b>Department</b>		<b>Contact No.</b>								
<b>Item(s)</b>	<b>GST Amount \$</b>									
<b>TOTAL</b>										

**SECTION 3 – SIGNATURE OF CLAIMANT**

<b>Signature</b>	<b>Date</b> ___ / ___ / _____
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**FOR HR OPERATIONS USE ONLY**

<b>Approved By</b>	<b>Checked</b>	<b>Date</b>	<b>Pay Period</b>
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