

NOW ONLINE



I would like to make a change to my package

! DID YOU KNOW YOU CAN UPDATE YOUR ACCOUNT ONLINE?

Login at secureremserv.com.au and click on **Make a Change**

Instructions

If you would like to:

- transfer funds from your salary packaging account – **complete sections 1 and 2.**
- make a change to your package - **complete sections 1 and 3.**
- suspend your salary packaging deductions - **complete sections 1 and 4.**
- change your package to super only - **complete section 1 and 5.**
- make a change to your novated lease - **complete the novated lease amendment form.**

1

My details

Full name	<input type="text"/>				
RemServ ID	<input type="text"/>	Payroll number	<input type="text"/>	Date of birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Email	<input type="text"/>			Contact number	<input type="text"/>
Address	<input type="text"/>				

2

I would like to transfer funds from my salary packaging account

Please transfer from my salary packaging account to my

payroll to be taxed and paid as wages.

Please transfer

all available funds or

\$ (please specify amount)

Please make this change from my

next available pay.

next available pay after

Continued over →

3

I would like to change my salary package arrangement

Please list the benefit items you wish to add, change or remove from your salary package below. Please ensure you include any benefit items that are to remain unchanged as per your current salary packaging arrangement.

To view your current package details log into your RemServ Online account.

Benefit item	Add	Remove	Unchanged	Amount per pay
<i>E.g. Professional Membership & Subscription fees</i>				\$ <input type="text"/>
				\$ <input type="text"/>
				\$ <input type="text"/>
				\$ <input type="text"/>
				\$ <input type="text"/>
				\$ <input type="text"/>
				\$ <input type="text"/>
Total Amount To Be Deducted From My Pay <small>(We will add your administration fee to the total nominated amount.)</small>				\$ <input type="text"/>

! CHECKPOINT: Do you have a claim in progress for a benefit not listed above?

If you want these claims in progress to continue up until finalised tick here.



WHAT HAPPENS NOW?

We will update your package with the benefits listed in the above table and change your deductions if needed. You may receive an email with additional documentation to be completed, dependent on the benefits you have chosen.

Please make this change from my

next available pay.

next available pay after

4

I would like to suspend my salary packaging deductions

Please suspend my account because:

I would like to use funds already in my salary packaging account.

I am going on leave without pay.

I have reached my cap and wish to reduce my contributions.

Please make this change from my

next available pay.

next available pay after

Continued over →

Please recommence my deductions from

the start of the next FBT year (1 April).

OR

I will complete section 3 of this form and send to you when I wish to recommence.

! CHECKPOINT: Are you going on leave without pay?

If so you can only suspend your account for up to three months, as long as you have enough funds in your salary packaging account to cover your administration fee for that period.



WHAT HAPPENS NOW?

- Your administration fee will still be payable during the period where your deductions are suspended or reduced.
- You can continue to claim to access your available funds.
- If you have nominated a date to recommence we will restart your deductions as they were prior to this request.

5

I would like to change my package to Super only

! CHECKPOINT: Do you have available funds in your RemServ account?

If yes, please complete section 2 of this form to nominate where you would like these funds transferred to.

Please make this change from my

next available pay.

next available pay after



Checklist

- I have read all instructions and checkpoints.
- I have completed either section 2, 3, 4 or 5 or a combination of all.

Sign here

Date

How to submit this form

- Submit online: upload this form at remserv.com.au
- Submit by email: to remserv@remserv.com.au
- Submit by fax: to 1300 30 18 66
- Submit by post: to GPO Box 424, Brisbane QLD 4001.

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