



I would like to package my rent

Instructions

- Read the 'Full FBT Fact Sheet' available from remservsalarypackage.com.au for more information on this benefit.
- Confirm you are eligible to package your rent:
 - The property is your primary place of residence and you are listed on the tenancy agreement.
 - You haven't received reimbursement for, or had rent paid by your employer.

1

My details

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

2

I would like to package my rent

☐ Please **pay my landlord/agent** \$

CHOOSE ONE:

☐ Fortnightly ☐ Monthly on

Send my payment directly to:

Landlord/agent:	<input type="text"/>
BSB:	<input type="text"/>
Account number:	<input type="text"/>
Reference:	<input type="text"/>

Please submit with this form:

- ☐ A copy of your current tenancy agreement. If you don't have a tenancy agreement, please have your agent/landlord complete section 4 of this form.

OR

☐ Please **reimburse me** \$ fortnightly

BSB:	<input type="text"/>
Account number:	<input type="text"/>
Account name:	<input type="text"/>

Please submit with this form:

- ☐ Evidence of two regular payments you have made
- ☐ A copy of your current tenancy agreement. If you don't have a tenancy agreement, please have your agent/landlord complete section 4 of this form.

Continued over →

TENANT (Employee) to complete

Important note: Residential rent benefits can only be provided in circumstances outlined in the Private Home Rent Payments Salary Packaging Fact Sheet.

I (Full Name)

of (Rental property address)

Declare that the above property is rented from (Landlord/Agent)

Under:

- ☐ the Residential Tenancies and Rooming Accommodation Act 2008 **OR**
☐ private arms length arrangement between employee and landlord/agent

The salary packaged contribution amount for rental of this property is to be \$ per week/fortnight/month/
 quarter/year and relates to the period from D D M M Y Y Y Y to D D M M Y Y Y Y

EITHER

- ☐ I request the Salary Packaging Administrator to make direct payment to my Landlord/Agent.
- I understand that the rent will continue to be paid up to the end date shown and that I will be required to confirm an extension of the rental arrangement in writing to my Salary Packaging Administrator if I require rental payments to continue.
 - I understand that I am required to advise my Salary Packaging Administrator when this arrangement ceases before the end date shown.
 - I understand that my Salary Packaging Administrator is not responsible for the return of payments made to a landlord or agent after the rental arrangement has ceased if advice of the cessation has not been provided in writing to the Salary Packaging Administrator by me.

OR

- ☐ I request the Salary Packaging Administrator to reimburse me the rent.
- I understand that rent will continue to be reimbursed up to the date shown and that I will be required to confirm an extension of the rental arrangement in writing to my Salary Packaging Administrator if I require rent reimbursement payments to continue beyond this date.
 - I understand that any payment made to me by my Salary Packaging Administrator as a rent reimbursement will not comply with Australian Taxation Office salary packaging requirements if I am not paying an equal or greater amount in rent to the landlord or agent.

ALSO

- I understand that I cannot salary package rent if I have claimed reimbursement from my employer or have had any rent paid by my employer.
- I declare that I have not claimed and will not claim reimbursement or have had/will have any rent paid by my Employer.
- I acknowledge that if I fail to notify my Salary Packaging Administrator of a cessation or modification of the rental arrangement which results in a financial advantage to me or a related party, I will be liable for the tax consequences that arise from that action.
- I declare that the rental arrangement is an arms length agreement¹ with the agent/landlord and that reimbursements are only sought in regard to payments that have been made directly to the landlord or his/her nominated agent.

1. An arms length arrangement is to be understood to mean an arrangement where the parties to the transaction do not include a spouse, family member, or associate etc, a trust where you have capacity to benefit, a company you have an interest in, or any other similar arrangement, and you are dealing with each other freely and independently without any special relationship that affects or may affect the true value.

Sign here

Date

**CHECKPOINT: Do I need to complete section 4?**

You are only required to complete this section if you don't have a tenancy agreement to submit.

LANDLORD/AGENT to complete

Important note: In the absence of a formal rent agreement between the employee (tenant) and the landlord/agent, the landlord/agent is required to complete and sign the following declaration.

I (Landlord/Agents Name)

Phone number

Declare that the above named tenant is currently residing in the rental property owned by myself/managed by this agency.

at (rental property address)

The term of the agreement is ☐ Fixed term agreement ☐ Periodic agreement

Starting on

Ending on

I confirm the amount of \$ is paid weekly/fortnightly/monthly/quarterly/annually for rental of this property and is paid by cash/cheque/direct debit.

Sign here

LANDLORD / AGENT

Date

D D M M Y Y Y Y

**Checklist**

- ☐ I have read the Full FBT Fact Sheet.
- ☐ I have confirmed my rent payments are eligible.
- ☐ I have attached a copy of the correct supporting documents.

How to submit this form

Submit online: upload this form and supporting documents via the RemServ app or RemServ Online
 Submit by email: to remserv@remserv.com.au

Privacy Notice

The salary packaging administrator is collecting your personal information on this form for the purpose of processing your salary packaging agreements. The salary packaging administrator will pass your personal information on to your agency's payroll section as part of the administration of your salary packaging agreements, Queensland Government Procurement in relation to the management of the salary packaging arrangement and Queensland Treasury for auditing purposes. Your personal information will not be used for any other purpose or disclosed to any other third party, without your consent, unless authorised or required by law.