



# Salary Packaging Cessation Form

NOW ONLINE

**! DID YOU KNOW YOU CAN CEASE YOUR ACCOUNT ONLINE?**

Visit [secureremserv.com.au](http://secureremserv.com.au) to login and click on **Make a Change**

## 1 My details

Full name

RemServ ID  Payroll number  Date of birth

Email  Contact number

Address

## 2 Salary packaging cessation details

I wish all packaging to cease from

**Any remaining balance I nominate to be paid to:**

- for an invoice to be submitted     reversed via payroll to be taxed accordingly
- for an existing payment

**Reasons:**

- Termination of employment     No longer eligible to salary package
- Change in personal circumstances
- Change to employment conditions and have lost FBT concession (non PBI status)
- Other

**Sign here**

**Date**

**NB:** Minimum of three (3) weeks notice is required. Where no selection for final funds is made all remaining funds (after adjustment for administration fees) will be reversed via payroll

## How to submit this form

- Submit online:    upload this form and supporting documents at [remserv.com.au](http://remserv.com.au)
- Submit by email:    to [remserv@remserv.com.au](mailto:remserv@remserv.com.au)
- Submit by post:    to GPO Box 424, Brisbane QLD 4001.

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