

SALARY PACKAGING FACT FORM

Tools of Trade, Briefcases and Calculators

About Tools of Trade

- You can package work related expenses including briefcases, calculators, tools of trade etc.
- The options for payment of this benefit are direct payment to the supplier or reimbursement to you.

You will need:

- A copy of the invoice
- For direct reimbursement you will also need to submit the receipt and complete the attached Payment/Reimbursement form
- An Expense Payment Benefit Declaration below is required for payment of this benefit.

If you are amending an existing salary package and wish to include this benefit option, you will need to complete an amendment form.

Expense Payment Benefit Declaration

I, _____
(Employee Name)

employed by _____
(Employer Name)

declare that: _____
(show nature of expense eg telephone rental)

was provided to me by or on behalf of my employer during the period from _____
to _____ and the expenses were incurred by me for the following purpose(s):

I also declare that the percentage of those expenses incurred in earning my assessable income was _____%.

I understand that this declaration is to apply to the above stated benefit. I also understand that I must provide a further signed Expense Payment Benefit Declaration with all future claims.

Signature:.....

Date:

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Payment / Reimbursement Claim Form

My Employer is _____ RemServ ID Number _____

First Name _____ Surname _____

My Address _____

_____ Post Code _____

Contact Telephone No _____

☐ Please tick if you have a novated lease motor vehicle through RemServ

Direct Payments

Due Date	Payment for	GST component	Total amount
		TOTAL	

Reimbursements (expenses already paid)

Receipt date	Payment for	GST component	Total amount
		TOTAL	

Note: Copies (not originals) of invoices and/or receipts must accompany this request to enable payment/ reimbursement to be processed.

Where there are insufficient funds to meet the request RemServ will make partial payments unless otherwise advised.

Payments will be made by electronic funds transfer (EFT) to the account number below

_____ - _____ BSB Number Account Number
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I hereby declare that the attached invoice/s and receipt/s are for expenses incurred privately by myself or by my dependents and are not to be used for any other tax deductible purpose and are budgeted for within my salary package.

Signature _____ Date _____

Send your request to RemServ at GPO Box 424, Brisbane QLD 4001 or by fax 1300 30 18 66

Office Use Only

☐ EFT Direct/Reim Date.....
☐ BPay
☐ Cheque Processed by.....

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