# SALARY PACKAGING FACT FORM
# Utilities

**About Utilities – Packageable within your limits**

- Electricity, gas, telephone expenses, body corporate fees, cable services and council rates can be packaged under this category.
- Repairs and maintenance cannot be packaged under this category.
- There is no GST payable on local government rates.
- Please note that rates and insurance for investment properties cannot be packaged.
- The options for payment of utilities are direct payment to the supplier, or reimbursement to you.
- If you have a requirement for an ongoing payment or reimbursement of an ongoing direct debit, please note that these should not be packaged if it is possible for the payments to be refunded to you, as this would be deemed to be "cash in another form" by the Australian Taxation Office.

**You will need:**

- A copy of the invoice
- For reimbursement you will also need to submit the proof of payment and complete the attached Payment/Reimbursement form

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

| | |
|---|---|
| Amount to package per year | $_____ |
| ☐**Option 1** – I will submit claims to RemServ for my utility expenses. | |
| ☐**Option 2** – I require a regular payment to: _____ (Name of Supplier) | |
| Payment to be made: | [ ] Weekly [ ] Fortnightly [ ]Monthly [ } Quarterly<br>Due Date(s): _____<br>Payment amount $_____ |
| Attachment Required: | ➢ Submit copy of invoice and evidence of regular payment arrangement.<br>➢ For reimbursement please provide a copy of proof of two consecutive payments. |

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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

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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