



# I would like to make a claim

CLAIM VIA  
REMSERV APP

## ! DID YOU KNOW YOU CAN CLAIM VIA THE REMSERV APP?

Search 'RemServ app' in the Google Play store or the App Store and download today.

### Things to know

Please use this form to claim for your salary packaging benefits.

1

### My details

Full name

RemServ ID  Payroll number  Date of birth

Email  Contact number

Address

2

### My claim details

## ! CHECKPOINT: Have you checked how to claim your benefit?

Please review the benefit table at the end of this form to check how to claim and what other documents you need to submit.

#### My claim details

I would like to claim	Please pay	To this account	When?
Expense: <input type="text"/>  Amount: \$ <input type="text"/>	<input type="checkbox"/> Me or;	<input type="checkbox"/> Use account on file, OR; BSB: <input type="text"/> Acc: <input type="text"/>	<input type="checkbox"/> ASAP <input type="checkbox"/> weekly <input type="checkbox"/> fortnightly <input type="checkbox"/> monthly on <input type="text"/> <input type="text"/>
Expense: <input type="text"/>  Amount: \$ <input type="text"/>	<input type="checkbox"/> Supplier	Biller code: <input type="text"/> Ref: <input type="text"/>	<input type="checkbox"/> ASAP <input type="checkbox"/> weekly <input type="checkbox"/> fortnightly <input type="checkbox"/> monthly on <input type="text"/> <input type="text"/>

Continued over →

## My claim details

I would like to claim	Please pay	To this account	When?
Expense: <input type="text"/>	<input type="checkbox"/> Me or;	<input type="checkbox"/> Use account on file, OR; BSB: <input type="text"/> Acc: <input type="text"/>	<input type="checkbox"/> ASAP <input type="checkbox"/> weekly <input type="checkbox"/> fortnightly <input type="checkbox"/> monthly on <input type="text" value="D D"/>
Amount: \$ <input type="text"/>	<input type="checkbox"/> Supplier	Biller code: <input type="text"/> Ref: <input type="text"/>	
Expense: <input type="text"/>	<input type="checkbox"/> Me or;	<input type="checkbox"/> Use account on file, OR; BSB: <input type="text"/> Acc: <input type="text"/>	<input type="checkbox"/> ASAP <input type="checkbox"/> weekly <input type="checkbox"/> fortnightly <input type="checkbox"/> monthly on <input type="text" value="D D"/>
Amount: \$ <input type="text"/>	<input type="checkbox"/> Supplier	Biller code: <input type="text"/> Ref: <input type="text"/>	



### WHAT HAPPENS NOW?

We will organise this payment for you. If you don't have enough funds in your RemServ account to make this payment in full and:

- we are making the payment to you, we'll part pay the expense as funds become available, or
- We are making a direct payment to a supplier, we'll contact you to arrange alternative payment for this expense.



### Checklist

- I have checked the benefit table and completed my claim details.
- I have included all pages of required documents.
- I have provided account details for all my claims.

Sign here

Date

### How to submit this form

Submit online: upload this form and supporting documents at [remservsalarypackage.com.au](http://remservsalarypackage.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.

### 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.



# What to submit with your claim

## Extra supporting documents for specific benefit claims

If you are claiming for this benefit:	We will require a specific form/s:	
Financial Counselling Fees	Please complete the <b>'Financial Counselling Fees Declaration Form'</b> .	<a href="#">&gt; Download</a>
Portable Electronic Device or Software – Work Related	Please complete the <b>'PED Portable Electronic Devices Declaration'</b> .	<a href="#">&gt; Download</a>
Professional Association Memberships	Please complete the <b>'Professional Association Memberships Expense Payment Benefit Declaration Form'</b> .	<a href="#">&gt; Download</a>
Professional Development Expenses	Please complete the <b>'Professional Development Expenses Expense Payment Benefit Declaration Form'</b> and a <b>'Professional Development Expense - Employee's Supervisor Declaration Form'</b> .	<a href="#">&gt; Download</a> <a href="#">&gt; Download</a>
Professional Development Travel Expenses	Please complete the <b>'Professional Development Travel Expenses - Expense Payment Benefit Declaration Form'</b> and a <b>'Professional Development Travel Expense - Employee's Supervisor Declaration Form'</b> .	<a href="#">&gt; Download</a> <a href="#">&gt; Download</a>
Savings/Investment Schemes	Please complete the <b>'Savings/investment Scheme (non-superannuation) Contributions Declaration Form'</b> .	<a href="#">&gt; Download</a>
<p><b>! CHECKPOINT:</b> The below benefits do not require a claim form to be completed. Please complete the documents listed below.</p>		
Home Mortgage Repayments	Please complete the <b>'Package My Mortgage-Qld Government'</b> .	<a href="#">&gt; Download</a>
Rental Payments	Please complete the <b>'Package My Rent-Qld Government'</b> .	<a href="#">&gt; Download</a>
Personal Loan Repayments	Please complete the <b>'Package My Personal Loan-Qld Government'</b> .	<a href="#">&gt; Download</a>