

# Transition Authority and Salary Packaging Agreement Form



## QGP0065-21 - Salary Packaging Arrangement Smartsalary Transition Authority Form (Transition from Remserv to Smartsalary)

The Queensland Government's Salary Packaging Arrangement for Salary Packaging Administration Services QGP0065-21 allows eligible employees to change (transition between) RemServ to Smartsalary. Please visit our website at [qld.smartsalary.com.au](http://qld.smartsalary.com.au) for further information and Frequently Asked Questions.

You will only be eligible to transition to the new Salary Packaging Administrator during the transition period if you have no outstanding FBT liabilities and/or Bus Travel debt. The Transition Authority Form must be completed and received by Smartsalary by 5:00pm on the last day of the transition period. Any requests to transition outside the transition period will not be processed.

Additional transition periods will be available throughout the year for employees.

It is recommended that you contact your current (incumbent) Salary Packaging Administrator to:

- Advise of your decision to transition;
- Provide any instructions regarding the ceasing of salary packaging payments and reconciliation of your account; and
- Provide instructions as to any excess fund balances remaining in your account.

Any amendments/variations required to your salary packaging agreement once your transition application has been submitted, will not be actioned until you have fully transitioned. It is also recommended you inform your financial adviser (if applicable) of your intention to transition to the new Salary Packaging Administrator.

I confirm that I wish to transition my salary packaging from RemServ to Smartsalary.

I hereby certify that I have no outstanding FBT liabilities from my salary packaging agreements.

I hereby certify that I have no outstanding bus travel misuse repayments.

# Transition Authority and Salary Packaging Agreement Form



Email completed forms to:  
**customersupport@smartsalary.com.au**

**Alternatively, mail to:**  
Smartsalary Pty Ltd  
QLD-GOV Applications  
GPO Box 4244  
Sydney NSW 2001

## Section A - Your Personal Details



**Important:** You must complete all fields in this section. Your form will not be processed if this section is not 100% complete.

Employer	<input type="text"/>	Payroll ID Number	
Department/Agency Name		Person ID (PID) (Health Staff Only)	
Business Unit		Personnel Assignment Number (PAN) (Health Staff Only)	
Title		RemServ Salary Packaging ID No.	
Given Name(s)		Surname	
Annual Salary \$		D.O.B (DD-MM-YYYY)	
Contact Number		Business Hours	Home Hours
Mobile Number			
Home Address			
Email Address			
Work Location (Health Staff Only)			
Employment Status:	Permanent Full or Part-time	Temporary Full or Part-time	Long-term Casual

## Section B - Authorised Agent

Is this form being completed by an agent authorised to act on the employee's behalf?      Yes      No

**If the answer is 'yes', provide details below. If the answer is 'no', proceed to Section C.**

Authorised Agent - Company Name

Authorised Agent - Contact Name

Authorised Agent - Contact Number

Authorised Agent - Contact Email

## Section C - Transition Authority Checklist

Make sure you have completed the following information before you send this form.

You have provided either your payroll number and/or RemServ Salary Packaging ID number

You have signed the Employee Declaration in Section D on page 3

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## Section D - Employee Declaration

I confirm that I wish to transition my salary packaging from RemServ to Smartsalary.

I hereby authorise RemServ to release all of my personal and salary packaging details held on their records to Smartsalary

Please make arrangements to:

1. Notify my Payroll Office of my request to transition; and
2. Obtain all my personal and salary packaging details from RemServ.

**I hereby declare that:**

- The information provided is true and correct to my knowledge;
- I hereby certify that I have no outstanding FBT liabilities from my salary packaging agreements; and
- I hereby certify that I have no outstanding bus travel misuse repayments.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Important:** This section must be signed otherwise your request will not be processed.

### 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.

### Disclaimer:

Salary packaging is only available to eligible employees of the Queensland Government as per the Standing Offer Arrangement QGP0065-21. The implications of salary packaging for you (including tax savings and impacts on benefits, surcharges, levies and/or other entitlements) will depend on your individual circumstances. The information in this publication has been prepared by Smartsalary Pty Ltd for general information purposes only, without taking into consideration any individual circumstances. Smartsalary Pty Ltd and the Queensland Government recommend that before acting on any information or entering into a salary packaging arrangement and/or a participation agreement with your employer, you should consider your objectives, financial situation and needs, and, take the appropriate legal, financial or other professional advice based upon your own particular circumstances. You should also read the Salary Packaging Participation Agreement and the relevant Queensland Government Salary Packaging Information Booklets and Fact Forms available via the Queensland Government Contracts Directory. **The Queensland Government strongly recommends that you obtain independent financial advice prior to entering into, or changing the terms of, a salary packaging arrangement.**