


# Car Parking Form

The Queensland Government strongly recommends that Financial Advice is obtained prior to entering into a Salary Packaging Agreement. You can salary package your car parking fees as an FBT exempt benefit item provided that your duties are exclusively performed in and for a designated Queensland Health hospital business area.

Please remember to sign the form before sending it to Smartsalary for processing.

 Smartsalary Account Number <input type="text"/>
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Log in to your online Smartsalary account at [qld.smartsalary.com.au](http://qld.smartsalary.com.au) to find your account number

## Section A - Your Personal Details

Employer name <input type="text"/>	Work Location <input type="text"/>
Given Name(s) <input type="text"/>	Surname <input type="text"/>
Contact Number <input type="text"/>	Payroll Number <input type="text"/>
Position <input type="text"/>	Personal Assignment Number <input type="text"/>

## Eligible to the Tax-free Cap (FBT Exemption Cap)

Are you eligible to claim the Tax-free Cap amount?  No --> You are not eligible to salary package car parking  
 Yes --> Go to **Section B**

## IMPORTANT: Have you contacted the Car Parking Station?

No --> You will need to contact the car parking station before lodging this claim.  
 Yes --> Continue to Section B

## Section B - Parking Station Details


Parking Start Date   Please note that your car parking can take 1-2 pays cycle to be set up

## Please select a parking station:

### Point Parking Car Park

- Royal Brisbane Women's Hospital (Butterfield Street)       Prince Charles Hospital  
 Princess Alexandra Hospital       Toowoomba Hospital

Car Park Rate per fortnight \$       Car Park Pass Number

 **IMPORTANT:** The nominated car parking facility may, from time to time, increase car parking fees and will advise Smartsalary of the amounts payable. By submitting this form, you authorise Smartsalary to make the relevant amendments to your payroll deductions to accommodate any fee changes (unless you submit a request to do otherwise). You acknowledge your understanding that your nominated car parking facility will notify Smartsalary if you cease your car parking arrangement.

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## Secure Car Park



**IMPORTANT: Has your parking arrangement been approved by Secure Parking?**

- No --> You will need to complete a Secure parking application form and return it to the Secure Parking office located on ground level.
- Yes --> Please Continue

Gold Coast University Hospital - GCUH

Car Park Rate per fortnight \$

My staff card number is

## Health Services Parking Facilities (Queensland Children's Hospital)



**IMPORTANT: Has your parking arrangement been approved by the relevant provider?**

- No --> You will need to complete a parking application form and return it to the relevant provider
- Yes --> Please Continue

Southbank Parklands

Brisbane Convention & Exhibition Centre (BCEC)

Jacaranda Place

Car Park Rate per fortnight \$

Car Park Pass Number

## Section C - Employee Declaration

I hereby declare that:

- \* The information provided is true and correct to my knowledge;
- \* I have read and understand the car parking description available on the Smartsalary website;
- \* I have read and accept the Smartsalary Terms & Conditions available on the Smartsalary website; and
- \* I authorise Smartsalary to alter my deductions in accordance with the requirements of my salary package.

Direct Debit Request Declaration

- \* I acknowledge that upon cessation of my salary package, any amounts owed by me in relation to my salary packaging that have not been collected from my pay must be paid directly by me. I request Smartsalary (User ID 373142) to direct debit the bank account held by Smartsalary as my Personal Bank Account for these amounts owing.
- \* I have read and understand the Direct Debit Service Agreement available on the Smartsalary website.

Signature: 

Date

IMPORTANT: This section must be signed otherwise your claim 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.