

Queensland Government Request Form - Change of Employer

The Queensland Government strongly recommends that Financial Advice is obtained prior to entering into a Salary Packaging Agreement.

> Who can apply?

Employees who are currently salary packaging and are changing employment from one Queensland Government agency or department to another Queensland Government agency.

Applications and requests could take 1-2 pay cycles to take effect.

For more information, read the appropriate booklets and factsheets at qld.smartsalary.com.au/fact-sheet-library.

> How does it work?



Step 1.

Complete the request form



Step 2.

Email all documents to customersupport@smartsalary.com.au



Step 3.

We'll create a new salary packaging account and transfer your benefits.



Step 4.

You will receive confirmation that your request has been processed.

> Checklist

Follow this simple checklist to make sure your request is correct and can be processed quickly.

- ✓ **Have an active Queensland Government Smartsalary salary packaging account.**
 - > If you do not have an active Queensland Government Smartsalary salary packaging account you will need to complete the Salary Packaging Application & Agreement Form.
- ✓ Read the appropriate **Booklets and Fact Sheets** on the website qld.smartsalary.com.au/fact-sheet-library.
- ✓ Attached the required supporting documents (e.g. a payslip if you have commenced with a new employer).
- ✓ **Signed page 5** and returned all pages of the **Change of Employer Request Form**.
- ✓ Read the **terms and conditions**, visit qld.smartsalary.com.au.

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> How to fill and sign this form

With a digital signature

1. Check that you have Adobe Acrobat PDF Reader to complete this form or download Adobe Acrobat PDF Reader.

> Click here to install: <https://get.adobe.com/reader/>

2. Download the Smartsalary form onto your desktop computer.
3. Fill in the details by typing into the field boxes and save the completed form.
4. Click the signature field to create and add your digital signature to the form.
5. Save and attach all pages.
6. Add any supporting documents.
7. Email the form to Smartsalary for processing.

Without a digital signature

1. Download the Smartsalary form onto your desktop computer.
2. Fill in the details by typing into the field boxes and save the completed form.
3. Print your form and sign the relevant pages.
4. Scan and attach all pages.
5. Add any supporting documents.
6. Email the form to Smartsalary for processing.

Important

- > Submit all pages and supporting documents to customersupport@smartsalary.com.au.
- > Forms cannot be processed without a signed declaration.

Continue to next page >

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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 details

Smartsalary account number	Employer
Given name(s)	Surname
Contact number	
Email address	

Note: Log in to your online Smartsalary account at qld.smartsalary.com.au to find your Smartsalary account number.

Section B - Current employer details

Please enter the details of your current QLD Government employer.

Payroll number		
Department/agency name		
Employment status	Full-time	Part-time/Casual

Section C - New employer details

Please enter the details of your new QLD Government employer.

Department/agency name		
Hospital name (if applicable)		
Work address		
Start date		
Person ID	Assignment number (PAN) Queensland Health only	
Person ID: This can be found on your payslip.	Assignment number (PAN): This can be found on your payslip.	
Annual salary	\$	
Employment status	Full-time	Part-time/casual

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.

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Section D - Eligible to the tax-free cap (FBT exemption cap)

If your new employer is Queensland Health or Queensland Ambulance Services (QAS please answer below. If not then skip to Section F.

Are you eligible to claim the Tax-free Cap amount?

No

Yes

Tip: To check if you are eligible for the Tax-free Cap (FBT Exemption Cap), contact your new employer.

Section E - Non salary packaging benefits

Please complete Section E if your new employer is Queensland Health or Queensland Ambulance Service only.

Have you received or are likely to receive any non-salary packaging Employer provided benefits for the FBT year?

No	Yes (please specify)	
	Remote area - rental assistance	\$
	Remote area - residential fuel	\$
	Remote area - holiday transport	\$
	Living away from home allowance	\$
	Private use of a work car	\$
	Other	\$



Important:

- > If you have a non-salary packaging benefit and don't notify Smartsalary, you may be required to pay Fringe Benefits Tax (FBT).

- > *Why is this important?* A Full Benefits Tax (FBT) Exemption cap (also known as a Tax-Free cap) is applied to non-salary packaging fringe benefits before any other salary packaging benefits.

- > If you have provided a dollar (\$) amount above, complete the "Non Salary Packaging Fringe Benefit declaration form" as well as this claim form, visit qld.smartsalary.com.au/forms

Tip: To check if you received or are likely to receive any non-salary packaging Employer provided benefits, contact your new employer.

Section F - Supporting documentation

Please attach the following documentation to this form when submitting to Smartsalary.

Copy of your latest payslip (if available)

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qld.smartsalary.com.au

Smartsalary Pty Ltd ACN 096 796 100 | GPO Box 4244, Sydney NSW 2001
Tel: 1300 218 598 | Email: customersupport@smartsalary.com.au

Queensland Government

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Section G - Employee declaration

I hereby declare that:

- Any information I have provided in relation to this form, including information provided in supporting documents and communications to Smartsalary Staff (both written and verbal) is true, correct and complete to the best of my knowledge;
- I have read and understand the Salary Packaging Information Booklet and the relevant Fact Sheet available on the Smartsalary website;
- I have read and understand information on the Smartsalary website for the items I have elected to salary package;
- I have read, understand and agree to comply with Smartsalary Salary Packaging Terms and Conditions;
- I authorise Smartsalary to alter my deductions in accordance with the requirements of my salary packaging arrangement;
- Payments and/or reimbursements can only occur after sufficient funds have been deducted from my salary for the relevant benefit item.
- At the time of this application I have not entered into a salary packaging agreement with the Queensland Government through another salary packaging bureau service provider during this FBT year; and
- I will not enter into a salary packaging agreement with another Queensland Government salary packaging bureau service provider whilst participating in salary packaging agreements entered into with Smartsalary.

Direct debit request declaration:

- I have read and understand the Direct Debit Service Agreement available on the Smartsalary website;
- I understand that upon cessation of my salary packaging account any amounts owed by me in relation to my salary package that has not been collected from my pay must be paid directly by me; and
- I hereby authorise Smartsalary (User ID 373142) to direct debit the bank account held by Smartsalary as my Personal Bank Account should there be amounts owing by me, in accordance with Smartsalary Terms and Conditions.

Privacy Disclosure Statement and Consent

Smartsalary Pty Limited ('we', 'us', 'our') is collecting personal information about you.

- The information you provide will be held by us.
- We may use any personal information you provide to arrange or provide our services.
- We may exchange the information with the following types of entities, some of which may be located overseas.
 - > Persons who provide finance or other products to you, or to whom an application has been made for those products.
 - > Financial consultants, accountants, lawyers and advisers.
 - > Any industry body, tribunal, court or otherwise in connection with any complaint regarding our services.
 - > Any person where we are required by law to do so.
 - > Any of our associates, related entities or contractors.
 - > Your referees, such as your employer, to verify information you have provided.
 - > Any person considering acquiring an interest in our business or assets.
- You may gain access to the personal information that we hold about you by contacting us. A copy of our privacy policy can be obtained at qld.smartsalary.com.au/privacy-policy, or contact us by email at privacy@smartsalary.com.au, or by phone on 1300 476 278. Our privacy policy contains information about how you may access or seek correction of the information we hold about you, how we manage that information and our complaints process.
- We may collect sensitive information about you including details relating to trade union membership or medical information you provide to us.
- We may disclose personal information about you to an organisation providing verification of your identity, including on-line verification of your identity.

If you do not provide the information we may be unable to assist in providing salary packaging arrangements or providing other services. You agree that we may collect use and disclose your information as specified above.

Signature _____

(Click to insert digital signature)

Date: _____



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

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