

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

> Who can apply?

You can apply to salary package bus travel costs between home and work on a go Bus Travel card if you are employed by Queensland Government.

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 all the steps needed to set up a Smartsalary account



Step 2.

Email all documents to customersupport@smartsalary.com.au



Step 3.

We'll deduct the claim amount from your pre-tax salary



Step 4.

The claim amount will be allocated to your Smartsalary go Bus Travel card

> Checklist

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

- ✓ **Have an active Smartsalary salary packaging account.**
 - > If you do not have an active 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**
- ✓ **Signed pages 4 and 7** and returned all pages of the **go Bus Travel Claim Form**.
- ✓ Read the **terms and conditions**, visit qld.smartsalary.com.au.

> 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 >

Queensland Government Claim Form - go Bus Travel



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

Payroll number

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

Section B - Fortnightly contribution details

Please indicate if you get paid weekly or fortnightly.

Weekly

Fortnightly

Select the amount that you would like to contribute fortnightly on a regular basis:

\$55

\$60

\$65

\$70

\$75

\$80

\$85

\$90

\$95

\$100

\$110

\$120

\$130

\$140

\$150

Note: The amount you have selected above will be deducted from your pre-tax salary and credited into your Smartsalary go Bus Travel Benefit card on a regular fortnightly basis.

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.

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

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Section C - Employee declaration

I understand that:

- My go Bus Travel Benefit Card will not be issued until my first payroll deduction has been processed;
- It is my responsibility to review and manage my go Bus Travel card balance;
- If my card balance exceeds \$500, my card can still be used but Smartsalary will place my fortnightly deductions on hold until the card balance is reduced; and
- If my balance falls below \$25, Translink will place this card on hold and my card cannot be used.

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;
- The attached invoice/s and/or receipt/s are for expenses incurred by me and have not and will not be claimed by me for any other tax deductible purpose and are budgeted for within my Salary Packaging Agreement;
- 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;
- I may sign my name physically or by using a certified electronic signature that verifies the date and time that I applied my electronic signature. By doing so, I consent to the terms and conditions applicable to this application; and
- Payments and/or reimbursements can only occur after sufficient funds have been deducted from my salary for the relevant benefit item.

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.

Signature _____
(Click to insert digital signature)

Date: _____



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

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Section D - Queensland Government declaration

I, _____ acknowledge that the *go* Bus Travel Benefit Card is the property of the Queensland State Government provided to me for the purpose of salary sacrificing travel by bus between my place of residence and my place of employment, and is for my personal use only.

I will/have not allow/allowed any other person to use the *go* Bus Travel Benefit Card provided to me.

I declare that travel using my *go* Bus Travel Benefit Card will <<be/was>> limited to my own bus travel involving Trips or Bus Journeys between my place of residence and my place of employment.

I acknowledge that the *go* Bus Travel Benefit Card may not be used on any other mode of transport, even where that other mode of transport would constitute a Journey between my place of employment and my place of residence.

My place of residence is

My place of employment is

Additional place of employment (if applicable)

My usual bus routes

My usual work bus stop

My usual home bus stop

I am a shift worker	Yes
	No

Conditions of Use

I acknowledge and agree that:

Declaration

- 1.The Salary Packaging Administration Supplier may require that I sign this, or a similar declaration annually, or at other such intervals as may be reasonable. If I do not provide the declaration when due, my *go* Bus Travel Benefit Card may be withdrawn or suspended.
2. If my place of residence, place(s) of employment changes, I agree to advise my Salary Packaging Administration Supplier in advance or as soon as possible after the change. Such a change may result in a change to my travel costs or bus travel no longer being my transport mode.
3. I acknowledge that the Queensland Government **strongly recommends** that I obtain independent financial advice prior to entering into, or changing the terms of, a salary packaging arrangement.

Fringe Benefits Tax (FBT) implications

4. I understand that my *go* Bus Travel Benefit Card must be used only by me while a current employee, for bus travel between my place(s) of employment and place of residence. Any other use of the *go* Bus Travel Benefit Card will be non-compliant and become subject to FBT.
5. I am personally liable to either repay from post-tax dollars the cost of fares for non-compliant travel, or if not repaid, be personally liable for FBT incurred.
6. If I top up my *go* Bus Travel Benefit Card through TransLink with post-tax dollars, these funds will merge with pre-tax dollars in my card balance, and would be subject to taxation when the refund of any unused balance is processed upon termination of employment.
7. Use of the *go* Bus Travel Benefit Card after the date of termination of my employment is non-compliant and therefore subject to FBT for which I am personally liable

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Compliance

8. If I use the go Bus Travel Benefit Card for non-compliant travel, my go Bus Travel Benefit Card may be withdrawn, suspended or cancelled.

9. Using the go Bus Travel Benefit Card issued to me is the only way I can salary package travel between my place of residence and my place of employment as an FBT exempt benefit.

Fees and usage

10. I will take reasonable care of my go Bus Travel Benefit Card.

11. I am liable for all fares, fees and charges applicable to the use of my go Bus Travel Benefit Card as outlined on TransLink's website from time to time (including the fares, fees and charges for a card that is lost or stolen, except after TransLink has been notified of such loss or theft).

12. I understand my use of the go Bus Travel Benefit Card constitutes my acceptance of TransLink's go card Terms and Conditions of Use. These can be viewed online at www.translink.com.au/tickets-and-fares/go-card/terms-and-conditions.

13. The preferred way to add funds to my go Bus Travel Benefit Card is through your salary packaging account (refer clause 6 above).

14. If my travel costs change, I will need to notify my Salary Packaging Administration Supplier and choose a new benefit amount.

15. My go Bus Travel Benefit Card account cannot go into a negative balance and can be used only when the account has a positive balance.

16. My go Bus Travel Benefit Card may be suspended or cancelled if I do not have sufficient funds in my salary packaging administration account, if my Card has been misused, or if I am on extended leave of absence.

17. If I fail to properly touch on at the start of my travel or touch off at the end of my travel, the correct fare cannot be calculated and a fixed amount will be deducted from my go Bus Travel Benefit Card in line with the go card Terms and Conditions of Use referred to in clause 12 above.

18. If my go Bus Travel Benefit Card is lost or stolen, I must immediately notify both my Salary Packaging Administration Supplier and TransLink.

19. I understand that I am unable to reverse the payment of any funds placed on my go Bus Travel Benefit Card unless my card is cancelled and any remaining balance is refunded by TransLink to my Salary Packaging Administration Supplier.

Termination of employment

20. I may not use my go Bus Travel Benefit Card after the date of my termination of employment with Queensland Government.

21. After termination of employment, any unused balance on my go Bus Travel Benefit Card will be returned to me via payroll and subject to Pay As You Go withholding tax.

22. If I have not used the go Bus Travel Benefit Card for two years (or other such period as defined by TransLink's go Card terms and conditions of use), the card may be cancelled or suspended.

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Warranties in relation to the scheme

23. Queensland Government makes no representation or warranty regarding any tax benefits or consequences in relation to the use of the Bus Travel Benefit Scheme or the duration of the scheme.

Privacy and disclosure of information

24. My Salary Packaging Administration Supplier will manage my personal information in accordance with its Privacy Policy. I understand that my Salary Packaging Administration Supplier may disclose my personal information to Queensland Government agencies to provide and administer the go Bus Travel Benefit Card and the Bus Travel Benefit Scheme.

Definitions

Bus Journey: A Bus Journey is the distance traveled from the origin to the final destination. A bus journey might involve several Trips using one or more buses, provided that not more than 60 minutes have elapsed from the time you touch off from one Trip until the time you touch on for another. The sum of these Trips constitutes one Bus Journey.

Journey: A Journey is the distance traveled from the origin to the final destination. A Journey might involve several trips using different transport modes provided that not more than 60 minutes have elapsed from the time you touch off from one Trip until the time you touch on for another. The sum of these Trips constitutes one journey.

Trip: A trip is the distance traveled from the point of embarkation on a vehicle (or vessel) to its terminus, or to a location, prior to the terminus, where the passenger disembarks from the vehicle. A trip may be the full Journey or part of the Journey.

Employee's name

Employer

Salary packaging Administration Employee ID
(Smartsalary account number)

Signature _____

(Click to insert digital signature)

Date: _____



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