

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

## > Who can apply?

- Queensland Government employees can salary package the cost of using the cycle centre at the Royal Brisbane and Women's Hospital (RBWH).
- Adjustments will be made automatically to employee's salary packaging agreements to meet changes in cycle centre fees.

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](http://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](mailto:customersupport@smartsalary.com.au)



### Step 3.

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



### Step 4.

The claim amount will be paid to the nominated bank account

## > 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 also 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](http://qld.smartsalary.com.au/fact-sheet-library).
- ✓ **Attached the required supporting documents.**
- ✓ **Signed pages 4 and 5** and returned all pages of the **Cycle Centre Claim Form.**
- ✓ Read the **terms and conditions**, visit [qld.smartsalary.com.au](http://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](mailto:customersupport@smartsalary.com.au).

> Forms cannot be processed without a signed declaration.

*Continue to next page >*





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

**Alternatively, mail to:**

Smartsalary Pty Ltd  
QLD-GOV Applications  
GPO Box 4244  
Sydney NSW 2001

## Section D - 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;
- 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;
- 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.

### 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.

# Queensland Government Claim Form - Cycle Centre



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## Section E - Queensland Government declaration

Payroll district

Cycle Centre: The Royal Brisbane and Women's Hospital (RBWH) Cycle Centre

Employee's name

Cycle Centre Fees by the RBWH:

Payments to be made fortnightly

Payments to the RBWH are \$

I authorise Smartsalary to make payments for my Cycle Centre Fees as nominated above from the next catchable pay period.

I request this payment begin from the first catchable pay period after \_\_\_\_\_ (date).

I understand that the RBWH may, from time to time, increase Cycle Centre Fees and will advise my salary packaging administrator of the amounts payable. I authorise my salary packaging administrator to make the relevant amendments to my payroll deductions to accommodate any fee changes, unless I submit a request to do otherwise.

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.

Signature \_\_\_\_\_

*(Click to insert digital signature)*

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



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

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**qld.smartsalary.com.au**

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