

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

## > Who can apply?

If you are eligible for the Fringe Benefits (FBT) exemption cap, you can salary package a range of Full FBT Benefit Items. This is applicable to employees of:

- Queensland Health (if you are working in and for a designated public hospital business area); or
- Queensland Ambulance Service/Queensland Rescue; or
- Legal Aid Queensland; or
- Queensland Government Air (QGAIR)

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 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 5 and 6** and returned all pages of the **Personal Loan 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 >*

# Queensland Government Claim Form - Personal Loan



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](http://qld.smartsalary.com.au) to find your Smartsalary account number.

## Section B - Non-salary packaging benefits

**Section B is for Queensland Health employees and Queensland Ambulance Service employees only.**

Have you received or are likely to receive any non-salary packaging Employer provided benefits for the Fringe Benefits Tax (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](http://qld.smartsalary.com.au/forms)

**Tip:** To check if you have received or are likely to receive any non-salary packaging Employer provided benefits, speak to your local Hospital and Health Services (HHS) contact.

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

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## Section C - Benefit details

Please indicate the personal amount that you would like to be deducted from your pre-tax salary until the personal loan amount is paid.

Personal loan amount \$

Payment amount each pay period \$



**Important:** If you pay off your personal loan during your salary packaging arrangement you are required to contact Smartsalary to update your account.

## Section D - Your bank account details

Have your personal bank account details changed since you first applied for salary packaging?

No

Yes > Update your bank details through your Smartsalary account at [qld.smartsalary.com.au](http://qld.smartsalary.com.au).

## Section E - Supporting documentation

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

**Required supporting documentation for this claim** (e.g. personal loan statement); and

**Proof of payment to support your expense** (e.g. receipt, bank statement, etc.)



**Important:** The item/s that you are claiming must be invoiced to you and nobody else (i.e. your name must appear on the invoice).

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## Section F - 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; 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 G - Queensland Government declaration

I, .....  
(Employee name)

employed by .....  
(Employer name)

advise that

- (a) I have a loan facility under which I am the recipient of loan funds by way of personal loan.
- (b) this facility enables funds to be redrawn under various circumstances provided for in the applicable personal loan documentation.

As a result, I hereby declare that where my salary packaging administrator makes payment of any amount, under the salary package arrangements available to me, in satisfaction of any liability arising under the aforementioned personal loan, I will not seek to obtain a subsequent draw-down of any funds so paid unless:

- (a) such funds are used for a valid purpose which is itself available to me under the salary package agreement associated with my salary packaging administrator.
- (b) sufficient documentation is provided to my salary packaging administrator to substantiate such validity.

I have/will inform my salary packaging administrator of any draw-down of the loan and the purpose to which it is to be put.

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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