

Queensland Government Claim Form - Portable Electronic Devices



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 purchase or rental cost of Portable Electronic Devices (PEDs).
- The list of “approved PED’s” is limited to mobile phones, laptop computers, personal digital assistants, tablets, or electronic diaries (no other items can be packaged under this Benefit Item). In order for you to purchase a PED as a Fringe Benefits Tax (FBT) Exempt benefit item through salary packaging it will be necessary for your employer to be satisfied that the equipment is used greater than 50% in employment related purposes.

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 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
- ✓ **Attached the required supporting documents.**
- ✓ **Signed pages 5, 6 and 7** and returned all pages of the **Portable Electronic Devices Claim Form.**
- ✓ Read the **terms and conditions**, visit qld.smartsalary.com.au.

> What you can and can't claim

✓ Can claim

- ✓ A portable device primarily used in your day-to-day work.
- ✓ One portable device each FBT year.
- ✓ Built-in internals such as a **modem, fax cards** and upgrades to built-in components, including **additional memory, bigger hard drive, internal modem** and **wireless LAN**, but only if those upgrades are purchased from the laptop vendor and are invoiced on the same document as the laptop itself.
- ✓ Software that is necessary for the **basic operation of the laptop**.
- ✓ Additional software that is 100% business-related - i.e. software that you purchased solely for your use in income-earning activities (e.g. MS Office). You can only claim software purchased **within 1 month** of the laptop and included in your laptop claim.
- ✓ Externals that are necessary for the basic operation of the laptop, including **mouse** and **cabling**.
- ✓ **Items bundled into the purchase price** by a retailer, including **extended warranty** or **carry case**.

✗ Can't claim

- ✗ A portable device primarily for personal use.
- ✗ More than one of the same portable device each FBT year.
- ✗ A portable device in somebody else's name (i.e. the invoice has another person's name on it).
- ✗ **Peripheral items** not included in the purchase price of the laptop, such as **carry bag, cables, external modems, cradles** and **extended warranties**.
- ✗ Externals that are not necessary for the **basic operation of the laptop/tablet**, such as:
 - > Printers
 - > Apple pens
 - > Bluetooth keyboard

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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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Alternatively, mail to:
Smartsalary Pty Ltd
QLD-GOV Applications
GPO Box 4244
Sydney NSW 2001



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

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 - Benefit details

Which device would you like to claim a reimbursement for:

Laptop

Tablet

Other (please specify)



Total amount (incl. GST) \$

GST amount

\$

Over how many pays?

I have attached a copy of my tax invoice to support this claim.



Important: The portable electronic device you're claiming must be invoiced to you and nobody else (i.e. your name must appear on the invoice).

Section C - Your bank 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.

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 D - Supporting documentation

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

Required supporting documentation for this claim (e.g. valid tax invoice showing your name); and

Proof of payment to support your expense (e.g. receipt, EFTPOS receipt, bank/credit card statement)



Important: You must submit **Section E** as well as this claim form including the supporting documentation listed above.

Section E - Employee declaration

I confirm that I have not previously submitted this claim for processing. I also understand and agree that I will be responsible for paying any FBT liability resulting from duplicate claim submissions.

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 understand that any work expenses reimbursed through salary packaging are not deductible in my personal income tax return;
- 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 E - Queensland Government declaration

Supervisor given name

Supervisor surname

Supervisor position

Employer name

Supervisor's phone number

Name of employee supervised

Employee's position

Is the employee's current position Substantive Acting

If Acting - nominate the period of time you have been continuously in this position Years Months

Description of Employee's work

Employee supervisor time Years Months

I hereby certify that the Portable Electronic Device (PED) (viz. _____) purchased by the employee named above and the Computer Software (viz. _____) purchased with the PED (cross out if inapplicable), is/are primarily for use (i.e. greater than 50% of overall usage) in the employee's employment for the following purposes:

- 1.
- 2.
- 3.

Note: The use of a portable electronic device (and computer software, if applicable) for self education/professional development is NOT a valid reason for FBT exemption. The item must be primarily for use in the employee's actual employment duties.

I also certify that the employing department has not provided or made available or intends to make available a portable electronic device of the kind described herein for the employee's usage.

Supervisor Signature: _____ **Date:** _____
(Click to insert digital signature)

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Section E - Queensland Government declaration

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.

I hereby declare the above information to be true and correct.

Employee Signature: _____

(Click to insert digital signature)

Date: _____

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Page 7 of 7

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