

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:

- a) Queensland Health (if you are working in and for a designated public hospital business area); or
- b) Queensland Ambulance Service; or
- c) Legal Aid Queensland; or
- d) 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.

> 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.**
 - > A copy of your most recent rental agreement/general tenancy agreement (if no rental agreement can be provided, ensure you have completed Section B).
 - > A copy of two (2) proof of payments (this could include receipt, bank/credit card statement clearly showing the rent being paid).
- ✓ **Signed pages 6, 7 (if applicable) and 9** and returned all pages of the **Residential Rent 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 >



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 - Rent details

I declare that:

Rental Property Address:

The above property is rented by: Landlord
 Agent

Under the following arrangement:

The Residential Tenancies and Rooming Accommodation Act 2008 **OR**
Private arms-length arrangement between employee and landlord/agent

The salary packaged contribution amount for rental of this property is to be \$ _____ per fortnight
and relates to the period from _____ (Date) to _____ (Date)

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 C - Reimbursement details

I request Smartsalary to reimburse me the rent (continue to Section D)

- I understand that rent will continue to be reimbursed up to the date shown and that I will be required to confirm an extension of the rental arrangement in writing to Smartsalary if I require rent reimbursement payments to continue beyond this date.
- I understand that any payment made to me by Smartsalary as a rent reimbursement will not comply with Australian Taxation Office salary packaging requirements if I am not paying an equal or greater amount in rent to the landlord or agent.

I request Smartsalary to make direct payment to my Landlord/Agent (continue to Section E)

- I understand that the rent will continue to be paid up to the end date shown and that I will be required to confirm an extension of the rental arrangement in writing to Smartsalary if I require rental payments to continue.
- I understand that I am required to advise Smartsalary when this arrangement ceases before the end date shown.
- I understand that Smartsalary is not responsible for the return of payments made to a landlord or agent after the rental arrangement has ceased if advice of the cessation has not been provided in writing to Smartsalary by me.

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.

Section E - Landlord/Agent bank details

Please indicate the amount to be deducted and paid to the Landlord/Agent each pay period.

Total amount each pay period \$

Landlord/Agent's bank account details

Bank name

Name of account holder

BSB

Account number

Customer payment reference

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Queensland Government Claim Form - Residential Rent



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Section F - Supporting documentation

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

Required supporting documentation for this claim (e.g. general tenancy agreement or similar, etc.);

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

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Section G - Employee declaration

I have a formal rental agreement (complete Section G)

I do not have a formal rental agreement (complete Section G and Section H)

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 will provide Smartsalary either a new rental agreement or written confirmation, showing that my agreement has been extended prior to the expiry of my current arrangement with the new start/end dates of the lease;
- 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 H - Landlord declaration

Important: In the absence of a formal rent agreement between the employee (tenant) and the landlord/agent, the Landlord/Agent is required to complete and sign the following declaration.

Landlord/Agents Name

Landlord/Agents Surname

Landlord/Agents Contact Number

I declare that the above named tenant is currently residing in the rental property owned by myself/managed by this agency.

At (Rental Property Address)

This rental arrangement is current up to _____ (Date)

I confirm the amount of \$ _____ is paid Weekly Fortnightly Monthly Quarterly Annually

for rental of this property and is paid by Cash Cheque Direct Debit

Landlord's Signature: _____
(Click to insert digital signature)

Date: _____



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Section I - Queensland Government declaration

I,
(Employee name)

employed by
(Employer name)

declare that the above property is rented from Landlord Agent

Under the following arrangement:

- the *Residential Tenancies and Rooming Accommodation Act 2008* or
- Private arms-length arrangement between employee and landlord/agent.

I understand I cannot salary package rent if I have claimed/ will claim any employer reimbursement for rent, or have any rent paid by my employer. I acknowledge I cannot salary package an expense that has already been met, or will be met by my employer.

Accordingly, I declare that I have not claimed or will claim any rent reimbursement from my employer, or have had any rent directly paid by my employer.

The salary packaged contribution amount for rental of this property is to be \$

per Week Fortnight Month Quarter Year

and relates to the period from (Start date) to (End date).

Select either:

I request the Salary Packaging Administration Supplier to make direct payment to my landlord/agent.

- I understand that the rent will continue to be paid up to the end date shown and that I will be required to confirm an extension of the rental arrangement in writing to my Salary Packaging Administration Supplier if I require rental payments to continue.
- I understand that I am required to advise my Salary Packaging Administration Supplier when this arrangement ceases before the end date shown.
- I understand that my Salary Packaging Administration Supplier is not responsible for the return of payments made to a landlord or agent after the rental arrangement has ceased, if advice of the cessation has not been provided in writing to the Salary Packaging Administration Supplier.

Or

I request the Salary Packaging Administration Supplier to reimburse me the rent.

- I understand that rent will continue to be reimbursed up to the date shown and that I will be required to confirm an extension of the rental arrangement in writing to my Salary Packaging Administration Supplier if I require rent reimbursement payments to continue beyond this date.
- I understand that any payment made to me by my Salary Packaging Administration Supplier as a rent reimbursement will not comply with Australian Taxation Office salary packaging requirements if I am not paying an equal or greater amount in rent to the landlord or agent.

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Section I - 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.

**Tenant's (Employee's)
Signature:** _____

(Click to insert digital signature)

Date: _____



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