Queensland Government
Claim Form - Work Uniform

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 work uniform if their employer has registered the work uniform with the Textile, Clothing and Footwear (TCF) Corporatewear Register of AusIndustry (a Federal Government Agency), having met the approved occupational clothing guidelines.

- The work uniform must be worn as an entirety or set, rather than as individual items with conventional clothing.

- Wearing of occupational clothing items in conjunction with conventional clothing may lead to the conclusion that the clothing is simply a collection of ordinary conventional clothing and not eligible to be salary packaged as an FBT exempt item.

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 all supporting documents.**

✓ **Signed page 4** and returned all pages of the **Work Uniform Claim Form.**

✓ Read the **terms and conditions**, visit qld.smartsalary.com.au.

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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> 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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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 - Payment details

Indicate the amount that you would like to be deducted from your pre-tax salary.

Total amount $

GST amount $

Over how many pays

Note: Smartsalary will make equal deductions and reimbursements/payments over the number of pay periods that you nominate.

Section C - 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 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 etc.); and

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

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Section E - 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;

- I understand that any work expenses reimbursed through salary packaging are not deductible in my personal income tax return; 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 _____   **Date:** _____
(Click to insert digital signature)

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

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