

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

This form must be received by Smartsalary at least 10 business days prior to the nominated date of cessation.

> Who can apply?

- Queensland Government employees.
- Only use this form if you wish to cease packaging non-vehicle items or cease all your packaging arrangements and are currently not packaging a vehicle.
- If you are packaging a vehicle and wish to cease it, you will need to notify your novated leasing provider.
- Applications and requests could take 1-2 pay cycles to take effect.

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For more information, read the appropriate booklets and factsheets at qld.smartsalary.com.au/fact-sheet-library.

> How does it work?



Step 1.

Complete the request form



Step 2.

Email all documents to
customersupport@smartsalary.com.au



Step 3.

We'll process the
cessation in your next
available pay



Step 4.

You will receive confirmation
that your request has been
processed

> Checklist

Follow this simple checklist to make sure your request is correct and can be processed quickly.

- ✓ **Have an active Smartsalary salary packaging account.**
- ✓ Read the appropriate **Booklets and Fact Sheets** on the website qld.smartsalary.com.au/fact-sheet-library.
- ✓ **Signed page 4** and returned all pages of the **Cessation Request 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 >

Queensland Government Request Form - Cessation



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 - Ceasing superannuation

Please select one of the following options:

- I would like to cease my standard superannuation contributions
- I would like to cease my voluntary super contributions
- I would like to cease all super contributions



Important: Smartsalary will cease all pre-tax superannuation which in turn should cease all super deductions. It is your responsibility to check your payslip and if any post-tax deductions appear contact your payroll. If you would like to continue post-tax deductions contact your payroll team.

Section C - Ceasing other salary packaging benefits

Select one of the following options:

- I would like to cease some of my packaging arrangements > **specify below**
- I would like to cease all of my packaging arrangements

Please cancel the following items from my salary package as of the date advised below.

Packaging item	Cessation date
----------------	----------------

Return to my employer to be taxed and paid to me.

Pay to my Super company.

Note: Your cessation request could take 1-2 pay cycles to take effect. Once Smartsalary has processed your request, you will receive a confirmation report confirming the pay date that the cessation will 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.

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 - Reason for cancelling

Why do you wish to discontinue salary packaging?

- | | | |
|-------------------------|------------------------|-------------------|
| Retirement | Not financially viable | Changing employer |
| Maternity leave | End of contract | Service issues |
| Leave without pay | Changing job status | |
| Other (please specify): | | |

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, understand and agree to comply with Smartsalary Salary Packaging Terms and Conditions;
- 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;

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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