

ADDITIONAL EVIDENCE / SUBSTANTIATION FORM

Use this form to supply Salary Options with evidence of UPDATED or ADDITIONAL expenses (credit card statements, health insurance, rates, etc.) eligible to be claimed for reimbursement. This enables regular salary sacrifice for your eligible expenses to continue.

Provide copies of receipts and keep originals with your tax records. For more information refer to the Salary Options information sheet accompanying this form or on our website (www.salaryoptions.com.au).

1. Your details

Your full name: _____

Your employer: _____

Payroll number: _____

I request reimbursement of salary packaging expenses I have incurred to the value of \$ _____ (total value of the expenses you have attached).

2. Evidence you are supplying

Description of evidence/substantiation	Amount
<i>Example: Credit card purchases, August</i>	\$1,800.00
	\$
	\$
	\$

3. Your bank details

Account name	Bank	BSB (or Biller Code for credit card)	Account# or credit card number	Any other reference number	Fortnightly amount to be deposited
					\$

If payment is going to a credit union account please check with your credit union for correct account number.

4. Declaration

I have not previously claimed these expenses through salary packaging and have attached proof of purchase, i.e. copy of credit card statement or invoices/receipts.

Signature: _____

Date: / / _____

Information Sheet for Additional Evidence / Substantiation Form

Note: the FBT year runs from 1st April – 31st March

What type of evidence / substantiation do I need to provide to receive my benefits?

1. Capped benefit types (GST free) to the value of \$9,095 or \$16,050.

Mortgage

- A copy of your payment schedule or letter from your loan provider stating the minimum payment required.
- Frequency of payments, e.g. monthly, fortnightly etc.
- If salary packaged funds are being directly transferred to a loan account no minimum repayment is required, however a current statement is required showing the loan is still current.

Personal loan

- A copy of your payment schedule or letter from your loan provider stating the minimum payment required.
- Frequency of payments, e.g. monthly, fortnightly etc.
- If salary packaged funds are being directly transferred to a loan account, no minimum repayment is required, however a current statement is required showing the loan is still current.

Property rental

- A copy of your agency or landlord's agreement stating the amount of rent, or a letter from your landlord.
- Frequency of payments, e.g. monthly, fortnightly etc.

Line of credit (interest only)

- Statement of mortgage with interest charges/payments.

Credit card

- Copy of statement (summary page) with total of new purchases. Salary Options calculates the evidence by calculating the total purchases made on a statement.
- Payments made on a credit card are not accepted .
- An outstanding balance is not accepted.
- Cash withdrawals and/or fees are not accepted.

Health insurance

- Copy of insurance policy with fee payable.
- Frequency of payments, e.g. monthly, fortnightly etc.

Life insurance

- Copy of insurance policy with fee payable.
- Frequency of payments, e.g. monthly, fortnightly etc.

Rates (council and water)

- Copy of rates notice – paid.

School fees

- Invoice showing cost of expense in transaction detail.
- Payments made to school are not accepted.
- An outstanding balance is not accepted.

Child care (not in-house)

- Copy of statements or invoices paid.

HELP (formerly HECS) debt

- Invoice showing total current debt.

International travel

- Copy of invoices paid.
- Airline tickets.
- International tours and/or activities.
- Items that are purchased overseas and are brought to Australia are not acceptable.

Medical expenses

- Invoice showing cost of expense in transaction detail.

Salary Packaging Card

- No need to provide substantiation.
- (GST Inclusive) to the value of \$9,095 or \$16,050.

Insurance (contents, home and vehicle)

- Copies of insurance policies with fee payable.
- Frequency of payments e.g. monthly, fortnightly, etc.

Living expenses e.g. grocery bills

- Grocery bills, etc.

Utility expenses

- Monthly / bi-monthly / quarterly utilities bills.

Vehicle registration

- Copies of any paid invoices.

2. Exempt benefit types

Meal Entertainment expenses

- **Original** receipts which **you have paid for** and have not been reimbursed by anyone else. Valid for restaurant and dine-in café meals and catering costs for functions (where the sole or dominant purpose is the consumption of food and drink).
- **No** take-away receipts are acceptable.
- Drink or beverage only receipts are **not** accepted.
- Entertainment must be included in the cost of the meal (e.g. tram car restaurant, Draculas theatre restaurant, etc.).
- Expense **MUST** be incurred by the you or your partner (you may have to prove that you purchased the meal).

Accommodation and venue hire

- You must provide a full invoice with accommodation details itemised. Packaged deals that do not separate accommodation cannot be used.
- Expense **MUST** be incurred by the you or your partner.
- A Holiday and Function Accommodation Reimbursement Form must be completed and returned with your claim.

International travel, meals and accomodation

- When processing reimbursement applications that involve foreign currency transactions, we will use the applicable conversion rate on the day of processing the claim. If, however, you can provide official documentation confirming the exchange rate at the time of purchase, we will use this rate to convert to AUD.

Remote Area Housing

- Copy of rental receipts or mortgage statement with interest charges for twelve month period (January–December).
- You can only claim 50% of the interest or rent incurred over a 12 month period.
- Remote Area Housing amount cannot exceed capped amount.

Laptop computer

- Copy of invoice attached to Laptop Reimbursement Form.
- If laptop was purchased prior to 13/05/08, you can be reimbursed whether laptop is for work or personal use.
- If laptop was purchased after 13/05/08, you must provide the Laptop Reimbursement Form authorised by Management.
- Laptop reimbursement will cease 31/03/09.

Superannuation

- Superannuation fund must comply with ATO requirements.
- You must provide your membership number.
- Check with your employer as they may only do payments 'in-house'.

If you have questions or would like more information in relation to setting up this product contact Salary Options on 1300 660 416 or go to our website: www.salaryoptions.com.au.

This information, provided by Salary Options, is of a general nature relating to salary packaging. It has not been prepared with any particular investment objectives, nor does it take into account the financial situation and needs of individual employees. You should, if you consider it necessary, seek financial advice from your Financial Advisor or Accountant.