

Information Sheet for Salary Packaging Card Holder Form

Salary Packaging Card

Salary Options has found an easier way for hospitals and Public Benevolent Institutions (PBIs) to dispense employees' salary sacrificed Fringe Benefit amounts. It's all in a simple card that is tailored to suit your needs.

Features of this facility

- As an employee, you can use the card as a credit card facility to draw down on available funds to pay for products and services (e.g. bills, groceries, rent, petrol)
- Spouse and partner cards can be issued where required
- The card is issued through the ANZ Bank, so you can obtain an available balance at any time from the ANZ's call centre on 1800 610 212
- Salary Options completes a report listing all reportable Fringe Benefit transactions and deposits, which is sent to your employer after the end of the Fringe Benefit Year (31st March)

What expenses can I salary package on my card?

Below is a list of suggested family related expenses. These expenses may be in your name, your spouse/partner's name or joint names.

- Telephone, electricity or gas expenses (utilities)
- Car expenses (e.g. servicing, repairs, maintenance, registration, CTP)
- House repairs or maintenance
- Car or home and contents insurance
- Domestic travel and accommodation (e.g. air fares, holiday accommodation)
- General purchases using the card

Salary Packaging Card banking details

The Salary Package Card is supplied by the ANZ Bank. The account is opened under a Salary Options Pty Ltd customer record, therefore the accounts are controlled and maintained by Salary Options. You are set up as an additional cardholder to the account with an attached Salary Package Card. The details on the card, for example, would be as follows:

John Smith (spouse would appear where appropriate)
Salary Options

What does the Salary Packaging Card cost?

There are currently NO monthly or annual fees and NO other transactional fees or charges associated with this account or card. However, fee structure may be subject to change – for full and current information refer to the 'ANZ Commercial Cards Terms and Conditions' brochure: www.anz.com/aus/commercial/busone/busonetcs.asp.

What happens if I leave my current employer?

Any outstanding money (i.e. overdrawn funds) will need to be deposited. Once the card is cancelled, funds must remain in the account for two weeks to allow for any recent, uncleared purchases to hit the account. After this two week period the account is closed and any remaining money is transferred.

Conditions of use

This card has been developed specifically for the hospital and not-for-profit industries. It has been designed to comply with Fringe Benefits Tax requirements, therefore the following are **NOT** permitted:

- Cash withdrawals or ATM withdrawals
- Cheque book facilities
- Transfer of funds into other personal bank accounts
- In-branch transactions, internet banking and/or direct debits

To offset these restrictions there is greater flexibility in the kinds of payments you can use the card for (e.g. groceries, petrol).

IMPORTANT: All funds that may have been saved to the card during the year must be spent by 31st March, the end of the FBT year; i.e. the card must have a ZERO BALANCE on 31st March to allow your nominated salary packaging amount to continue as usual going into the new FBT year on 1st April.

How do I obtain the Salary Packaging Card?

You, as the employee, will need to complete an ANZ Bank's Salary Packaging Cardholder Application Form. Send the completed application form along with photocopied evidence of your 100 points of identification to Salary Options.

What counts towards the 100 points of identification?

A combination of any of the following documents can be used to make up your 100 points of identification:

Document type	Point value
Group A (at least one document from Group A is required)	
Passport (person arriving in Australia within the past 6 weeks)	100
Passport (current or expired within the past 2 years)	70
Driver licence – Australian	40
Driver licence – Overseas	25
Student photo ID card (issued by an Australian Tertiary Education Institution)	40
Pension concession card or health care card	40
Financial institution passbook, debit or credit card (one per institution only)	25
Group B	
Birth certificate	70
Citizenship certificate	70
Public utilities record (e.g. gas bill; one only per utility)	25
Medicare card	25

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.