



CHANGE DETAILS / SUBS FORM – keep for **future** changes/subs ☺

Complete this form to: **1. Change your bank account;**
2. Change your address or other personal details; or
3. Forward proof of expenses (substantiation)

Send To	Fax		(03) 9822 7455 No. of Pages _____
Advantage Salary Packaging	Mail		PO Box 8480 Armadale VIC 3143

*(Complete your personal details first. **Please print.** Fill in 1, 2 or 3)*

Name _____ (print) **Employer** _____

Package Number _____ (mandatory field) Check changes on-line at www.salary.com.au
(allow up to **10 days** for changes)

1. Change Bank Account (if applicable)

I wish to change the Bank Account for payment of my salary packaging from ___ / ___ / ___ (enter pay date)

Account Name _____ Bank _____ (e.g. ANZ, NAB, CBA)

BSB / branch number (must be 6 digits) _____ (insert 6 digits)

Account Number (max. 9 digits) _____

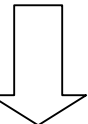
Reference (if applicable) _____ (only necessary for some building societies, direct payments)

2. Change of Home (postal) Address (if applicable) or go to www.salary.com.au – see over

Address _____ Suburb _____

State _____ Postcode _____ Home Phone (_____) _____

3. Proof of Expenses (complete if sending in copies of bills as outlined below)

enter 

Expense	Acceptable Proof of Expenses (Attach copies only – do not send originals)	Total Amount Attached (\$)
Mortgage or Personal Loan	Bank statement showing loan repayment or bank documents / agreement	\$
Rent	Rent receipt, bank statement showing direct debit, or rental agreement extract	\$
Credit Card	Credit card statements showing amounts PAID off the credit card in prior months	\$
Rates	Annual rates notice or <i>each</i> quarterly rates notice	\$
Phone, Gas, Electricity *	Monthly or quarterly tax invoices . Bank statements showing direct debits is <u>not</u> an invoice for tax purposes	\$
Private Health	Tax invoice, pay slip, bank statement or letter showing the amount payable	\$
Insurance (Car, House etc.) *	The Tax Office requires a copy of the tax invoice . Provide a document with the word " Tax Invoice " on it. Contact your insurance provider and request a copy.	\$
School Fees	Tax Invoice or bank statement showing regular payments	\$
Meal Entertainment	Copies of receipts from restaurants, cafes and bistros. Alternatively you may copy credit card statements with meal transactions <u>underlined</u> .	\$
Child Care	Tax invoice or bank statement showing regular payments	\$

• It is a Tax Office requirement that for any bills with GST, we must hold a copy of the '**Tax Invoice**'. Therefore, please try and obtain copies of documents with the word '**Tax Invoice**' written on it. You may copy tax invoices up to **12 months** old.



Around the Clock Service at



www.salary.com.au

You can access your salary packaging information at any time. The information available on-line includes:

- Salary package details, including bank account and your nominated expenses;
- Substantiation (proof of expenses) details and 'balance' (allow up to **10 days** for web information to be updated from date of receipt of bills by Advantage);
- View transactions (payroll deductions and payments);
- Request changes;
- View your account balance (normally zero); and
- update your personal details.



How to Access the Internet

Check your details now. 😊

Go to www.salary.com.au. To access your information, go to the '**Employee Login**' (top RHS) and;

1. Click on 'Employee Login';
2. Enter your **Package Number** in 'USER ID' (on your Salary Package Report);
3. Enter your **Date-of-Birth** in 'PASSWORD' (eg. use **05/01/1962** for 5th January 1962). Use the **correct format** to enter your D.O.B ; and
4. Follow the prompts to set up a **new** 'PASSWORD'.

You now have access to the information mentioned above. Select the appropriate menu item on the list (right hand side).

As a result of your on-line access, we will not automatically send you an Employee Statement in hard copy each quarter. We believe this is an environmentally friendly and sensible decision.

Forms

Remember - complete the **Correspondence Form** (over) if you need to send us copies of your **expenses**. Use the **Expense Type and Account Form** if you wish to **add** expenses to your salary package. All forms available at the website.