

**Venue Hire** (Entertainment Facility Leasing) – **Claim Form**

<b>Send To</b>	<b>Fax</b>	<b>(03) 9822 7455</b>
<i>Advantage Salary Packaging</i>	<b>Mail</b>	<b>PO Box 8480 Armadale VIC 3143</b>

**Your Name** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Package No.** \_\_\_\_\_ (5 digits) **Total Claim\* A\$** \_\_\_\_\_ (attach receipts/invoices)

**The amount claimed will be paid from the next available pay until 31 March** (end of the FBT year).

**E.g.** A \$1,300 claim in October will be evenly divided by the number of pays from October to March, so \$1,300 / 13 pays = \$100 / pay. The amount claimed will be deducted from your **salary** in ADDITION to your current salary packaging.

**\*Administration fee** 1.65% of the amount claimed will be deducted 'pre tax' from your pay.

**How to Make a Claim**

- Complete the form accurately. **Attach invoices**. Incomplete forms (e.g. no receipts) will be *returned*.
- **2 claims** a year may be made. The **minimum** claim is **\$500** worth of receipts (in total).
- Invoices must be in the name of the employee, partner/spouse/dependent *in your household*.

**Examples of Venue Hire**

- Holiday accommodation (hotel, motel, apartment, cabin, caravan, camp sites). Overseas OK, but **A\$** ;
- Hire of reception centre, function room, marquee or yacht ;
- Cruise (a cabin), including meals and recreation facilities (if 'all inclusive' pricing); and
- Holiday accommodation (incl. meals, use of facilities) – if 'all inclusive pricing'.

*Non qualifying* expenditure includes

- Travel, for example, airfares, car hire, train or bus
- Non accommodation expenses (e.g. mini bar, movies, food and drink)

Food and drink costs should be claimed as 'meal entertainment' if it qualifies.

**Payment – Do we have your bank account? If NO, complete below.**

**Bank Account**

Please indicate your bank account for payment. Your savings account (same as pay) is recommended.

**BSB** \_\_\_\_\_ (must be **6 digits**) **Account Number** \_\_\_\_\_ (max 9 digits)

**Taxation Declaration – Please read and sign**

I declare that I understand and have complied with the above conditions. Further, I declare:

- I authorize for my pay to be altered to include a salary packaging deduction for the Venue Hire benefit;
- The documents attached are copies of original documents which I will hold for audit purposes;
- I and/or a family member participated in the 'venue hire';
- The administration fee may be deducted from my pay 'pre tax'; and
- The receipts attached have not been and will not be used by any other person for venue hire claims.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_