








SAVE MORE TAX - SALARY PACKAGE

your ACCOMMODATION on holidays

Claim now – before 1 April 2016 cap



The Australia Taxation Office (ATO) allows you to salary package your **accommodation** whilst on holiday's **in addition** to your normal salary packaging of expenses. As a result, you can *increase* your tax savings.

<p>What Can I Claim?</p> <p style="text-align: center;"></p> <p style="text-align: center;">CARE !</p> <p style="text-align: center;">Your Family Accommodation Only.</p>		<p>Hotels, motels, apartments, B&B's, cruises, resorts, caravan site, camping fees, houseboats.</p> <p>Accommodation Packages (airfares / accommodation only if one inclusive price. Must be 'one product' for 'one price').</p> <p>Holiday tours (eg. bus/accom. package), 50% of tour cost.</p> <p>Hire of a venue for a function (room, marquee, corporate box)</p> <p style="text-align: center;">Only claim accommodation for yourself, partner or a dependent in your household.</p>
<p>NOT allowed !</p> <p style="text-align: center;"></p> <p style="text-align: center;">All non-accommodation Costs</p>		<p>All transport, including airfares, car hire, taxis, train, bus or boat transport.</p> <p>Packaged Holidays (tours), tours (day tours, bus tours etc).</p> <p>Non accommodation costs (eg mini bar, golf, phone, movies, theme parks, travel insurance etc.).</p> <p>Your claim will be reviewed carefully.</p> <p style="text-align: center;">Accommodation for friends and family (people <i>not</i> in your household). Only claim for YOUR family.</p>
<p style="text-align: center;">TAX INVOICE</p> <p style="text-align: center;">(attach copy)</p>		<p>PROOF OF PURCHASE mandatory. Your Tax Invoice must show check-in / check-out date, all costs, room rate, supplier's details (ABN, name etc.). Overseas invoices - convert to A\$. No Tax Invoice - your claim will be rejected.</p>
<p>How to claim</p>	<p>Complete the Claim Form over.</p>	<p>Minimum claim value of \$500 in total. Make your claim AFTER you have paid for the accommodation.</p>
<p>Old holidays ?</p>	<p>Up to 12 Months ago.</p>	<p>Tax Invoice still required. Copy and attach to your claim.</p>
<p>Admin Fee</p>	<p>1.65% of the claim.</p>	<p>For example, if you claim \$1,000, the fee is only \$16.50.</p>
<p>Payment by 1 April 2016</p>	<p>Claim usually paid over 4 - 6 pays.</p>	<p>Larger claims paid over extra pays (eg. 8 or 10 pays). All claims to be paid prior to 1 April 2016, when cap applies.</p>
<p>Maximum Claim ? None, but 1 April 2016 ?</p>	<p>There is no limit. A cap of \$2,550 may apply from 1/ 4/16</p>	<p>Most clients do not set a limit. For large claims (>\$10,000), please check with Advantage as some clients have limits.</p>
<p>Reported?</p>	<p>No. (Yes from 1 April 2016)</p>	<p>NOT reported currently. This will change from 1 April 2016.</p>

Do not staple



2015 Accommodation Claim Form (Venue Hire)

Claim now – before 1 April 2016 cap

Send completed form to **Advantage Salary Packaging**

Fax 03 9822 7455

Scan info@salary.com.au

Post PO Box 8480 Armadale VIC 3143

Name _____

Employer _____

Package No. _____ (important)

Email _____

How to Make a Claim

Total A \$ _____ (enter *each tax* invoice below)

- **COPY and attach Tax Invoices.** Document must show check-in / check-out date, all costs, room rate, supplier's details (ABN, name etc.). Incomplete documentation will not be processed.
- List each invoice *below*. **Total the value** of the claim. Enter **total** figure above and below.

In Date order	Tax Invoice - Name of Hotel, Motel, Resort, Venue etc.	Invoice Total (A)	NON - eligible portion *(B)	Claim Value A\$ = A - B
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
TOTAL	If an expense exceeds \$3,000 , proof of payment may be requested.	\$	\$	\$

* B = list non eligible expenses, including airfares, tours, insurance, theme parks (all non accommodation costs).

Payment. The amount claimed will be paid from the next available pay over 4 - 6 pays.

E.g. A \$1,600 claim can be paid out evenly over 4 fortnights. Eg \$1,600 / 4 pays = \$400 / pay.

Do we have your bank account? If NO, complete below. Or, please pay to different account:

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

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:

- The **Tax Invoices** attached are copies of original documents which I will hold for audit purposes;
- I and/or an immediate family member **in my household** participated in the 'venue hire';
- The receipts attached have not been and will not be used by any other person for a claim.

Signature _____

Date ____ / ____ / ____