

Remote Area Benefits Reimbursement Claim



Your Details

Given Name(s): _____ Surname: _____

Employer (if salary sacrificed): _____ Employer Number: _____

Please only complete the below if your address details have changed.

Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact Details

Email Address: _____

Mobile Number: _____

Work Number: _____

Please fill in the totals for reimbursement

Only declare the cost paid by you:

Mortgage Interest Cost: \$ _____ I have attached a mortgage statement

Rental Payment: \$ _____ I have attached a copy of a receipt of payment (if outside lease/agreement term)

Electricity Expenses: \$ _____ I have attached a copy of my electricity bill and a receipt of payment

Gas Expenses: \$ _____ I have attached a copy of my gas bill and a receipt of payment

Please email or mail your Remote Area Benefits Reimbursement Claim to *sgfleet*. Please only send copies in the mail, keep originals.

Payment of Reimbursed Expenses

sgfleet will pay your reimbursement to your nominated account if you supply your bank account details. *sgfleet* does not store your account details and they must be re-supplied with each reimbursement request. We are unable to reimburse expenses to credit card accounts.

Account Name: _____ Bank Name: _____

BSB Number: _____ Account No.: _____

If you do not supply your bank account details *sgfleet* will send a cheque to your home address.

Declaration

I declare the expense(s) listed overleaf totalling \$ _____ were incurred by me for my usual place of residence and that any GST Input Tax Credit has not been claimed by any entity, including my employer.

In addition, I declare the following:

- I have read, understood and accept the terms and conditions of my employer’s Remote Area Benefits/Salary Packaging Policy.
- I am a current employee whose usual place of employment, and usual place of residence, are both at an eligible remote area, as defined by the Australian Taxation Office.
- I have provided substantiation documents as per overleaf, to evidence this claim.
- There have been no changes to my remote area living arrangements, mortgage or lease/rental agreement (whichever is applicable), or my employment contract as I understand this may impact the payment of claims, or my eligibility to participate in the program.
- For mortgage interest claims only: I have not established a mortgage offset account, nor have I drawn down on my mortgage prior to making this claim.

Employee Signature:

Signature: _____

Name: _____

Date: _____

Please send completed application form to salarypackaging@sgfleet.com