

## FORM E – AMENDMENT FORM

This form is used for making changes to your personal details and/or salary packaging arrangements. Please submit this form with supporting documentation to [info@salarymasters.com.au](mailto:info@salarymasters.com.au) or call us on **1300 303 357** for further details.

### Change of Personal Details (if applicable)

Full Name inc. Title			
Residential Address			
Work Phone Number		Mobile Number	
Work Email Address			
Personal Email Address			

### Change of Bank Account for Reimbursements

Account Name			
BSB		Account Number	

### Changes of Living Expenses Benefit – Annual Cap \$15,900 or \$9,009 Depending on Your Employer

Item#1	Amount Per Pay Cycle	Bank Account Name #3	BSB Number or Biller Code	Bank Account Number or BPAY Reference
Mortgage#2	\$			
Rent#2	\$			
Personal Loan#2	\$			
Credit Card Repayments#2	\$			
Living Expenses Card#4	\$	N/A	N/A	N/A

#1 You may salary package any combination of items up to the combined annual cap amount.

#2 You must attach evidence of the repayment amounts required (eg a loan statement or rental agreement), and bank statements showing that you are making those payments. Application forms received without these documents cannot be processed and will be returned to you.

#3 This can be your bank account, however payments may be made to third parties if required.

#4 We will contact you with details on how to apply online.

### Meal Entertainment and Venue Hire Benefit – Annual Cap \$2,650

Item#1	Amount Per Pay Cycle
Meal Entertainment Card#2	\$

#1 Please note this benefit is only available to employees of FBT Exempt organisations.

#2 We will contact you with details on how to apply online.

**Declaration**

- In signing this application, I agree to the conditions set by my Employer regarding the management of salary packaging.
- I acknowledge that a variation will be made to my salary package to support my benefit choices.
- I authorise my Employer to vary my annual salary package as necessary to support the costs of benefits chosen and the cost of management and/or administration.
- I confirm I have provided the correct bank account details for the salary packaging transfer. If the wrong account number has been provided, I agree to wear any costs incurred in recovery of the amount.
- I agree and will provide substantiation to SalaryMasters if the status of my loan/mortgage or lease is changed.
- I hereby make application and duly authorise SalaryMasters and my Employer to do all necessary administration tasks and deal in an appropriate manner with any information provided by me or on my behalf to properly manage my salary packaging choices.
- I have read, understood and agreed with **SalaryMasters'** Privacy Policy available at [salarymasters.com.au](http://salarymasters.com.au)

Employee Signature: \_\_\_\_\_ Date:        /        /

HR Signature: \_\_\_\_\_ Date:        /        /