

AccessPay

Nominated Salary Packaging Payments Form

Transcriber's Note: Information to be filled in is indicated by underscores. Check boxes are indicated by square brackets enclosing an underscore .

Payment Description	Payment Frequency W = weekly F = fortnight M = monthly	Account Information BSB	Account Information Account Number	Account Information Account Name	Payment Commences dd/mm/yyyy	Payment Amount	Payment Expense Classification D = paid duties R = reimbursement to you
Example: Mortgage	F	098123	9676543	A & B Smith	01/01/2017	\$85.00	D
						\$	
						\$	
						\$	
						\$	
						Total Nominated Salary Packaging Payments (excluding AccessPay fee* \$_____)	

*Payment of the fee will be advised to you prior to your commencement.

Nominated Benefits & Personal Details Terms, Agreements, Acknowledgements and Consents

In requesting participation in my employer's salary packaging arrangements I hereby:

1. Agree to comply and continue to comply with my employer's Salary Packaging Policy and Procedures.
2. Indemnify AccessPay Pty Ltd and my employer against any tax liability (including fringe benefits tax) that arises from my participation in my employer's salary packaging arrangement and accept all responsibility for any tax liability or income tax payable as a result of not supplying supporting documentation as required.
3. Indemnify AccessPay Pty Ltd and my employer against any claim, loss, cost or damage caused through any request made by me to have access to my salary packaging details online.
4. Indemnify AccessPay Pty Ltd and my employer for any outstanding balance on my Salary Packaging and Employee Benefits Card (if applicable).
5. Authorise AccessPay Pty Ltd to request and pay their administration and Card fee as part of my salary packaging arrangement.
6. Authorise AccessPay Pty Ltd to, in the event that my AccessPay account is overdrawn, debit my Salary Packaging and Employee Benefits Card for the overdrawn amount (if applicable).
7. Authorise AccessPay Pty Ltd to provide my employer with reports relating to its administration of the salary packaging arrangement.
8. Authorise AccessPay Pty Ltd, where reasonable, to accept unsigned electronic communication from me as a request, consent, declaration or instruction.
9. Authorise my employer to provide AccessPay Pty Ltd with such information as is reasonably necessary to ensure the effective administration of the salary packaging arrangement.
10. Indemnify AccessPay Pty Ltd against any loss, claim cost or damage caused as a result of AccessPay following an employer's direction.
11. Acknowledge and understand that my salary packaging payments may not be processed until I have provided all supporting documentation. (See page 11 of the Participation Guide for details).
12. Agree to provide all documentation to support expenses claimed in a timely manner, and respond promptly to any reminders sent by AccessPay Pty Ltd to provide that supporting documentation.
13. Understand that if the supporting documentation is not provided, my salary packaging will be reduced and/or suspended until I provide that supporting documentation.
14. Understand that my salary packaging will not be back-dated for any reduced amounts.
15. Confirm that any reimbursement request made by me is in relation to expenses already paid by me.
16. Acknowledge that by providing my personal details, I have read, understood and agree to the AccessPay Privacy Policy (accesspay.com.au/privacy) and Website Terms of Use (accesspay.com.au/termsfuse) and consent to

AccessPay collecting, using and disclosing my personal information in accordance with these policies.

Authority

I (your name here) _____
participate in my above mentioned employer's salary packaging arrangement and I
authorise the nominated salary packaging payments to be made on my behalf.

Signature: _____

Date __/__/____

AccessPay

1300 133 697

customerservice@accesspay.com.au

accesspay.com.au