

Please complete this form and email to AccessPay at [customerservice@accesspay.com.au](mailto:customerservice@accesspay.com.au) or post to PO Box 1238, Adelaide, SA 5001. If you would like more information, please call us on **1300 133 697** or visit [accesspay.com.au/contact-us/](http://accesspay.com.au/contact-us/)

## Section 1: Your details

Employer		Position	
Employment type	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual	Subscriber ID	
Title		Date of birth	
First name		Last name	
Mobile phone		Email (mandatory)	

## Section 2: Tell us when you want these changes to take place

Changes need to be submitted a minimum of 8 business days prior to your pay day (this could vary for weekly or monthly pay cycles). If start date is not specified, changes will take effect on your next pay date.

When would you like the changes to start?*	Would you like this payment/s to be?
	<input type="checkbox"/> Ongoing <input type="checkbox"/> Once off
	<input type="checkbox"/> Short term <input type="checkbox"/> If short term, how many pay cycles should the change go for? <input type="text"/>

## Section 3: Nominated salary packaging payments

List the payments to be made from the above date. Include both **continuing and changed payments**. The total at the bottom will be your new total deduction. If you would like to start packaging to a card, then please complete the **Salary Packaging Card Application Form**.

Payment description	Account information			Payment amount
	BSB	Account no.	Account name	
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
<b>Total nominated salary packaging payments*</b>				\$

See page 3 for the documentation you need to submit to support your payment/s. If supporting documentation is not provided, requested changes will not be actioned.

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

## Section 4: Authority

I (your name here)

	<b>Signature</b>	
request that the changes shown on this form be made to my salary packaging arrangements and confirm my continuing compliance with my employer's policies and procedures. I also confirm that any reimbursement request is in relation to expenses already paid by me.	<b>Date</b>	

## Section 5: Supporting documentation

Where no supporting documentation is provided, requested changes will not be actioned.

Expense type	Documentation required										
Mortgage repayment (excluding investment properties)	Current statement showing the BSB, account number, amount owing and 2 consecutive payments.										
Personal loan repayment	Current statement showing the BSB, account number, amount owing and 2 consecutive payments.										
Rent	Current lease or rental declaration showing your name, address, rent amount, length of lease and proof of 2 consecutive payments.										
Education payments (school fees, child care, HELP)	Invoice showing amount owing and proof of up to 12 months' worth of payments.										
Health insurance	Policy document showing the amount owing and proof of 2 consecutive payments.										
Income Protection insurance	Policy document showing the amount owing and proof of 2 consecutive payments.										
Household bills (rates, power, groceries etc.)	Invoice showing payment details, amount owing and proof of payment. If this payment includes GST, the tax invoice must show the GST amount.										
Meal and Entertainment benefits (holiday accommodation)	Invoice showing payment details, amount owing and proof of payment. If this payment includes GST, the tax invoice must show the GST amount.										
Credit card	<p>Credit card statement showing amount owing and up to 12 monthly statements.</p> <p>Please ensure that you blank out the credit card number from your statement before submitting it to us, as per this example:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>PAYMENT REQUIRED</b></p> <table border="1"> <tr> <td>Account Number</td> <td>[Redacted]</td> </tr> <tr> <td>PAN</td> <td>[Redacted]</td> </tr> <tr> <td>Period</td> <td>02 Feb 18 - 01 Mar 18</td> </tr> <tr> <td>Payment Due Date</td> <td>26 Mar 18</td> </tr> <tr> <td>Minimum Payment</td> <td>\$20.00</td> </tr> </table> <p><b>BPAY</b> Biller Code: 9100 Ref: [Redacted]</p> <p><small>By BPAY* - Use online banking or contact your participating financial institution to make a payment to your account.</small></p> <div style="border: 2px solid orange; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>Mask</b> <b>'Account Number' /</b> <b>'Credit Card Number'</b> <b>and 'BPAY ref'</b> <b>with a black marker</b></p> </div> </div>	Account Number	[Redacted]	PAN	[Redacted]	Period	02 Feb 18 - 01 Mar 18	Payment Due Date	26 Mar 18	Minimum Payment	\$20.00
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