



# Salary Packaging

To authorise pre-tax deductions from your fortnightly salary to pay for services / facilities.



**This is NOT an order for the service / facility. Arrangements must have been made with the service provider for the service / facility prior to completing this form to arrange payment. Employees are advised to seek independent financial advice as to whether to pay for the elected service / facility from their pre-tax salary. Effective from 1 January 2011**

## 1. Employee Information

Employee No:	Title: (eg: Dr, Mr, Ms)
Surname:	Given Names:
Date of Birth (ddmm):	Contact No:
Management Unit:	Internal Mail No:

## 2. Deduction Type

- Child Care:** Your child needs to be enrolled in the childcare centre prior to completing this form.
  - Hawthorn     Prahran     Croydon     Wantirna     Lilydale
- I understand that completion of this form does not reserve a child care place the specified Centre; and, a pre-tax payment may reduce or negate my eligibility for Child Care Benefits.

### Car Parking

- SCPU - Hawthorn Unilodge Basement Parking SPW/SPS Reserved:** \$1843pa / \$70.88 f/n Bay No:
- SCPK - Hawthorn Multi Level Parking Reserved:** \$1843pa / \$70.88 f/n Bay No:  
**Contact the Parking Officer on 9818 3255 to arrange a reserved bay prior to submitting this form to HR.**
- SCPK - Hawthorn Multi Level Parking Non-Reserved:** \$1382pa / \$53.15 f/n.
- SCPO - Hawthorn Non-Reserved:** \$1382pa / \$53.15 f/n.
- SCPO - Eastern Non-Reserved:** \$768pa / \$29.54 f/n     **SCPO - Prahran Reserved:** \$1843pa / \$70.88 f/n  
**Contact Peter Collis ext 8446 to arrange a reserved bay prior to submitting this from to HR.**

Note: Four weeks annual leave has been built in to the costing of these rates. If you have a reserved bay and stop your car parking deductions you will forfeit your spot and will need to reapply.

### Swinergy - Sport & Recreation

Please collect the form from the Swinergy centre.



## 3. Fortnightly Deduction

Payment to be deducted from Pre-Tax Salary each fortnight pay:

<b>No. of Payments:</b>		
<b>Pay Dates: First Deduction (date):</b>	<b>Deduction End (date):</b>	(if applicable)

## 4. To Cease Deductions

Complete this section to cease deductions for a current (in place) salary packaging arrangement (where no end date was specified). **Complete Deduction Type (section 2)** to confirm which payment/s are ending.

**Deduction to cease (date):**

## 5. Authorisation

I authorise Swinburne University of Technology to pay the elected service/s as a deduction from my pre-tax salary each fortnight (as stated above). I understand this amount is currently exempt from Income Tax and Fringe Benefits Tax.

I understand that the terms and conditions for the service/s and **amount payable may be subject to change.**

I will complete a new form to change my fortnightly deductions.

If any overpayments are made due to not providing the required notice of changes, I will contact the elected service/s directly to be reimbursed.

**Check Pay Dates and Deadlines on the second page of this form for the Pay Dates for processing of Deductions or Changes.**

<b>Signature:</b>	<b>Date:</b>
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**Keep a copy for your records and send to Human Resources Mail. H14.**

**For further information contact Human Resources, Tel. (9214) 4616**

## Swinburne 2011 and 2012 Pay Dates

Payrun No.	Pay Deadline	Pay Date
1	06 Jul 2011	13 Jul 2011
2	20 Jul 2011	27 Jul 2011
3	03 Aug 2011	10 Aug 2011
4	17 Aug 2011	24 Aug 2011
5	31 Aug 2011	7 Sep 2011
6	14 Sep 2011	21 Sep 2011
7	28 Sep 2011	5 Oct 2011
8	12 Oct 2011	19 Oct 2011
9	26 Oct 2011	2 Nov 2011
10	09 Nov 2011	16 Nov 2011
11	23 Nov 2011	30 Nov 2011
12	07 Dec 2011	14 Dec 2011
13	*15 Dec 2011	28 Dec 2011
14	04 Jan 2012	11 Jan 2012
15	18 Jan 2012	25 Jan 2012
16	01 Feb 2012	8 Feb 2012
17	15 Feb 2012	22 Feb 2012
18	29 Feb 2012	7 Mar 2012
19	14 Mar 2012	21 Mar 2012
20	28 Mar 2012	4 Apr 2012
21	11 Apr 2012	18 Apr 2012
22	25 Apr 2012	2 May 2012
23	09 May 2012	16 May 2012
24	23 May 2012	30 May 2012
25	06 Jun 2012	13 Jun 2012
26	20 Jun 2012	27 Jun 2012

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Privacy: Swinburne University of Technology collects, uses and destroys your employee information in accordance with the Employee Records policy. All queries should be made to Sally Eastoe, [seeastoe@swin.edu.au](mailto:seeastoe@swin.edu.au)