### Remuneration and Benefits Handbook

**Salary Packaging Application: Motor Vehicle Novated Lease**

**PLEASE COMPLETE AND FORWARD TO:**

Human Resources Branch, Division of Services and Resources

This form is to be used by fixed-term or continuing staff to apply for salary packaging of a motor vehicle.

**STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)**

Staff ID: __ __ __ __ __ School/Branch: ............................................................... Work phone: ..............

Title: ...................... Family name: .......................................................... Given names (in full): ........................................

**COMMENCE PACKAGING ARRANGEMENTS**

- **A copy of the schedule is attached**
- **Lease Period From:** __________/_________/__________ (pay date)  
  **TO:** __________/_________/__________ (pay date)

  - **Pre-Tax Payment**
    - Annual amount $ …………………
    - Pay period amount $…………………………………
      (divide annual amount by 26)

  - **Post-Tax Payment**
    - Annual amount $ …………………
    - Pay period amount $…………………………………
      (divide annual amount by 26)

  - **University Administration Cost**
    - (pre tax) Pay period amount $10.00

*Please ensure the total amount for all salary packaging (including superannuation) does not exceed 40% of superannuable gross salary.*

**CHANGE PACKAGING ARRANGEMENTS**

- **Lease Period From:** __________/_________/__________ (pay date)  
  **TO:** __________/_________/__________ (pay date)

  - **Pre-Tax Payment**
    - (as advised by provider)
    - Annual amount $ …………………
    - Pay period amount $…………………………………
      (divide annual amount by 26)

  - **Post-Tax Payment**
    - (as advised by provider)
    - Annual amount $ …………………
    - Pay period amount $…………………………………
      (divide annual amount by 26)

  - **University Administration Cost**
    - Pay period amount $10.00

  - **Fringe Benefits Tax**
    - Annual amount $ …………………
    - Pay period amount $…………………………………
      (divide annual amount by 26)

*Please ensure the total amount for all salary packaging (including superannuation) does not exceed 40% of superannuable gross salary.*
Authorisation (Signature Required)

Staff Member

- I hereby authorise the University of Adelaide to decrease my gross salary to provide the following benefit(s) on a fortnightly basis to commence as soon as possible.
- This authority will remain in place for the duration of the lease or until amended or cancelled by me in writing or my cessation from the University of Adelaide.
- I have read and understood the University of Adelaide’s terms and conditions and those of the lease provider on salary packaging for a motor vehicle and agree to abide by these rules and any changes which may be applied from time to time.
- I understand that if for any reason I take leave without pay during the term of this lease it is my responsibility to continue lease payments from my own private resources.
- I will notify Human Resources of any changes to my salary package and will not hold the University of Adelaide liable for any loss associated with salary packaging by me.
- I understand that salary packaging may not be retrospective and that I am obliged to give a minimum of four weeks’ notice for packaging arrangements to be processed/amended.

Signature:  
Date: ...........................................