

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 \$.....
 (as advised by provider) (divide annual amount by 26)

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

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

University Administration Cost (pre tax) 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.

Remuneration and Benefits Handbook	Salary Packaging Application: Motor Vehicle Novated Lease	Effective Date:	10 December 2014	Version 1.1
Authorised by	Director, Human Resources	Review Date:	31 December 2015	Page 1 of 2
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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:.....

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