

Salary Packaging Claim Form



Please complete this form, sign and date it and return to Easi along with a copy of your most recent payslip and supporting documents. Incomplete claim forms will be returned to you. Please allow approximately 3 working days from Easi's receipt of your claim form for it to be processed. Incomplete application will delay your salary packaging set up.

All reimbursements will be made to your nominated bank account by EFT if applicable.

Personal Details

Payroll ID	Employer	Occupation	
Full Name		Email	
DOB	Annual Gross Salary	Work Number	Mobile Number
Home Address			Postcode

Benefit Being Claimed

Benefit (up to 50% exempt expenses)	Total Amount	Substantiation
Example: Personal Loan	\$ 2000	Statement attached
	\$	
	\$	
	\$	
	\$	
	\$	

Payment instructions

Please nominate the number of pay cycles for reimbursement

Once off payment

Over the FBT year

Nominate number of pay cycles:

Reimbursement Details

My reimbursement
account details are shown

BSB	Account Number

Employee Declaration

To substantiate my claim, I have attached the appropriate substantiation to this form. I declare that these expenses were provided to me on behalf of my employer and were 100% attributable to my assessable income where applicable and will not be used for any other tax-deductible purpose. I understand that full payment cannot be made by Easi if there are insufficient funds in my account at the specified payment date.

Name Printed	Date
Signature	

Employer Approval

I hereby declare that the employee named above is eligible to salary packaging benefits

Name Printed	Date
Signature	

Submit

Please email to info@easisalary.com.au