



Employee Repackage Advice Form

Please COMPLETE & RETURN

Employee: _____

Employer: _____

Package Number							
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E-mail Address:

Change of Address Details:

Substantiation Requirements:

Remunerator holds substantiation in relation to the benefits you are currently packaging. It is not necessary to resubmit updated substantiation if you are repackaging the same benefits, and confirm this by signing as indicated below. Any new benefits you wish to package will require the appropriate substantiation. **Confirmation of your current salary is still required ie payslip etc**

I confirm that substantiation held for existing benefits remains valid Signed.....

If you are repackaging existing leased Motor Vehicle/s please submit in writing the following information:

- (i) Car one - Registration Number..... Current Odometer Reading.....kms Date of odometer reading / /
- (ii) Car two – Registration number..... Current Odometer Reading..... kms Date of odometer reading / /
(if applicable)

Benefit Items (eg: Mortgage, Health Insurance, Rent, Car Lease, etc)	Supplier (eg: CBA, Medibank, ORIX,)	First Payment Date	Payment Frequency (eg:Monthly)	BSB of bank account for deposits	Account No. of bank account for deposits	Amount \$ (per annum)

Once this form is completed and forwarded to Remunerator an Annual Administration Fee to process your package is payable.