



SALARY PACKAGING ADMINISTRATION BUREAU APPLICATION

**Notebook Computers / Electronic Diaries / Airport Lounges / Briefcases /
Mobile Phones & Business Related Software**

NOTE: A MAXIMUM of ONE Notebook Computer can be packaged each year

Benefit Item: *(Circle Benefit Applicable)*

Notebook Computer / Electronic Diary / Airport Lounge / Briefcase / Mobile Phone / Business Related Software

Amount: \$ _____ p.a.

Has the item been purchased by your Employer? Yes No

Is this item used in relation to your employer's business? Yes No

SUBSTANTIATION REQUIRED

(a) For Mobile Phones

- Two recent mobile phone accounts substantiating greater than 50% business use **PLUS**
- Statutory Declaration declaring that the business use of the mobile phone in the future will be greater than 50%

(b) For Computer Software

- Statutory Declaration declaring that the business use will be greater than 50%

(c) Reimbursement

- A copy of the receipt attached to a "Reimbursement Claim Form" at time of claim AFTER your package has been released (**DO NOT** submit claims with this application)

Employee's Signature _____ **Date** ____/____/____