

DECLARATION & CLAIM FORM

Please complete the details below to enable us to process your benefits. Any claims for a laptop, mobile or PDA, require available funds and proof of the expense. Please advise us of your BSB and Account number for reimbursement of funds to you. Please note that you are allowed to package one laptop / PDA / Mobile per year. All reimbursements will be made to your nominated bank account by EFT.

ITEM 1 PERSONAL DETAILS

Name:

Employer:

Contact Number:

Email:

Bank BSB:

Account Number:

ITEM 2 BENEFITS

Benefit	Total Amount	Frequency	Substantiation
Notebook / Laptop	\$		Invoice/s attached
PDA	\$		Invoice/s attached
Mobile phone	\$		Invoice/s attached

ITEM 3 EMPLOYEE DECLARATION

I confirm that at the time I acquired the above benefit items, I would be using them predominantly for business purposes (as defined by the Australian Tax Office). I have attached proof of the expenses incurred and that they have not been claim elsewhere or by another person. I understand that i will be benefiting from the taxation savings and that should the tax law change, this benefit may not be available in the future.

Signature:

Name in Print:

Date:

ITEM 4 EMPLOYER APPROVAL

I hereby declare that the employee uses the above benefits predominantly for business purposes at the time they were acquired (as defined by the Australian Tax Office).

Signature:

Name in Print:

Date: