



**HUMAN RESOURCES  
SALARY PACKAGING—BRIEFCASE, MOBILE PHONES, TOOLS OF TRADE**

Please complete and forward to: HR Services, M350.

**SECTION 1 - APPLICANT DETAILS (please use block letters)**

Employee number         Family name

Title  First names

School  Work Phone

**SECTION 2 - TERMS AND CONDITIONS**

I have read and understood UWA's terms and conditions held within my salary packaging agreement and agree to abide by these rules and any changes, which may be applied from time to time. I will notify Human Resources of any changes to my salary packaging and will not hold UWA 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 two weeks notice for packaging arrangements to be processed/amended.

**SECTION 3 - AUTHORISATION**

I hereby authorise UWA to decrease my gross salary to provide the following benefits on a fortnightly basis to commence as soon as possible or from

Employee signature  Date (dd/mm/yy)

This authority remains in place until amended or cancelled by me in writing or cessation of my employment with UWA.

**SECTION 4 - PACKAGING REQUEST**

Briefcase (or similar) Total \$  → a. Quote attached  or Reimbursement form attached   
b. Repayments over  pay periods (max 6)

Mobile Phone Total \$  → a. Quote attached  or Reimbursement form attached   
b. less than \$1,000 paid over  pay periods (max 26 = 1 year)  
greater than \$1,000 paid over  pay periods (max 52 = 2 years)  
c. Statutory Declaration regarding work related attached

Tools of Trade Total \$  → a. Quote attached  or Reimbursement form attached   
b. less than \$1,000 paid over  pay periods (max 26 = 1 year)  
greater than \$1,000 paid over  pay periods (max 52 = 2 years)  
c. Statutory Declaration regarding work related attached

**SECTION 5 - HR SYSTEMS & EMPLOYEE BENEFITS USE ONLY**

Date Received (dd/mm/yy)       XLS Updated (dd/mm/yy)

Date Processed (dd/mm/yy)