



**HUMAN RESOURCES
PERSONAL DECLARATION FOR
SALARY PACKAGED ITEMS**

This form must be signed and returned to the salary packaging office (M350) before your salary packaging/reimbursement can commence and/or prior to you taking delivery of the item.

SECTION 1 - EMPLOYEE DECLARATION

I, , sincerely declare the following
"item":

- a) The PRIMARY use of the "item" being sought for purchase or reimbursement will be for business related purposes.
- b) I have understood that the "item" is only an eligible work related item when the "item" is primarily used for business purposes and hence exempt from Fringe Benefits Tax.
- c) I have understood the information provided to me by the Salary Packaging Section at the University of Western Australia in regards to the salary packaging of the "item", and confirm it is in line with Australian Taxation Office guidelines for the "item" to be an exempt benefit.
- d) I also declare that the percentage of these expenses incurred in earning my assessable income is 100%.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular. This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005

at [place] on [day] of [month]
 20 [year] by:

Employee's Signature Employee No.

Employee's Name (please print) Date (dd/mm/yy)

SECTION 2 – SUPERVISOR DECLARATION

I, , sincerely declare as follows:

- a) The PRIMARY use of the "item" being sought for purchase or reimbursement will be for business related purposes.
- b) I have understood that the "item" is only an eligible work related item when the "item" is primarily used for business purposes and hence exempt from Fringe Benefits Tax.
- c) I have understood the information provided to me by the Salary Packaging Section at the University of Western Australia in regards to the salary packaging of the "item", and confirm it is in line with Australian Taxation Office guidelines for the "item" to be an exempt benefit.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular. This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005

at [place] on [day] of [month]
 20 [year] by:

Supervisor's Signature Employee No.

Supervisor's Name (please print) Date (dd/mm/yy)