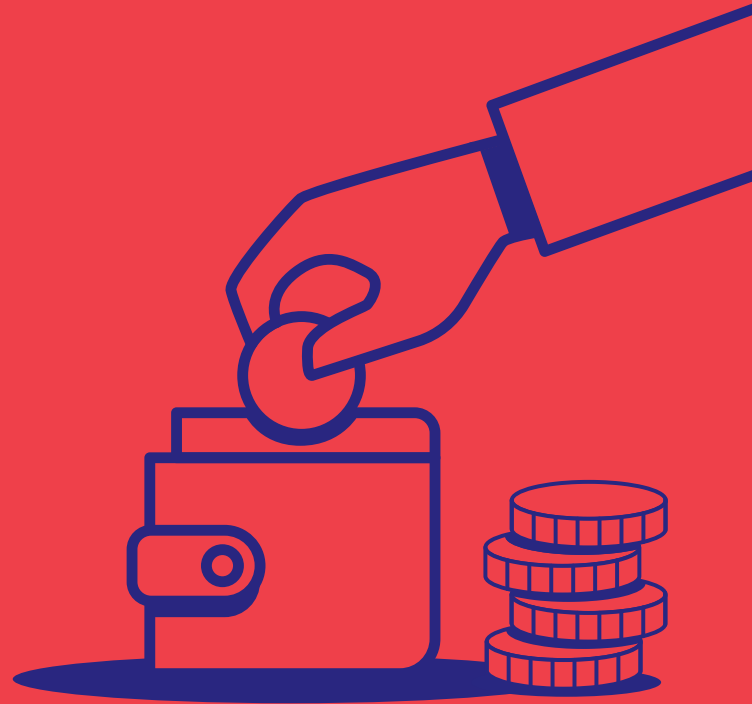


# Mortgage, Rent & Loan Payments

Salary packaging is an Australian Tax Office (ATO) approved way of restructuring your income so you pay less tax.

It's an arrangement with your employer whereby you forego part of your gross salary in return for benefits of a similar value, such as mortgage repayments, motor vehicles, laptops and PDAs, meal entertainment and much more.

Essentially, your employer pays you the same salary, but instead of paying all your expenses after you're taxed, you pay for selected expenses before you're taxed, thereby reducing your taxable income. Rather than waiting until your annual tax return, salary package tax-deductible items throughout the year and enjoy the savings each pay day.



## The easy way to save

You can salary package your mortgage or rent up to the cap allowed by the Australian Tax Office (ATO)

## How much can I save?

At Easi, we do the work for you. Use our salary packaging calculator to estimate how much you could save.

## What can I package?

- Mortgage repayments
- Rental
- Personal loan
- Credit card repayments
- Council rates
- Utilities expenses
- School fees

# Mortgage, Rent & Loan Payments

## Meet Mary

Mary works for Health and is entitled by the ATO to salary package up to a cap of \$30,000.

In real terms once we have determined the gross-up factor, Mary can package \$15,900 per year pre-tax.

Mary decides to use the cap to pay for living expenses.

Mary contributes \$611.54 per fortnight to the card. Mary's tax rate is 30 per cent and she saves \$205.96 per fortnight. This equates to annual savings of \$5,355.

**\$85,000**  
Gross Income

**\$611.54**  
Contribution P/FT

**\$205.96**  
Saving P/FT

**\$5,355**  
Annual Saving

## What do I need to know?

- As an employee of a registered health promotion charity, or a non-hospital public benefit institution, the ATO cap is \$30,000.
- The cap is reduced by the ATO gross-up factor, depending on whether or not there is GST in the benefit. Easi will advise on the gross-up factor to use.
- Benefits provided within the gross-up are still reportable by your employer.
- If you exceed the cap, you will incur Fringe Benefits Tax (FBT).
- By salary packaging, we manage your expenses to ensure they remain below the cap.

## How do set up my packaging?

### Step 1

Choose whether you want to claim back your mortgage, rent or loan payment.



### Step 2

Complete the Salary Packaging Application Form, sign and have authorised.



### Step 3

Obtain a copy of your rental agreement/mortgage statement and request a payslip.



### Step 4

Scan the forms and attachments and send to us.



### Step 5

This deduction will be processed through your next available pay and reimbursed to your nominated bank account.

# Salary Packaging Claim Form



Please complete this form, sign and date it and return to Easi along with a copy of your most recent payslip and supporting documents. Incomplete claim forms will be returned to you. Please allow approximately 3 working days from Easi's receipt of your claim form for it to be processed. Incomplete application will delay your salary packaging set up.

All reimbursements will be made to your nominated bank account by EFT if applicable.

## Personal Details

Payroll ID	Employer	Occupation	
Full Name		Email	
DOB	Annual Gross Salary	Work Number	Mobile Number
Home Address			Postcode

## Benefit Being Claimed

Benefit (up to 50% exempt expenses)	Total Amount	Substantiation
<i>Example: Personal Loan</i>	<b>\$ 2000</b>	<i>Statement attached</i>
	\$	
	\$	
	\$	
	\$	
	\$	

## Payment instructions

Please nominate the number of pay cycles for reimbursement

Once off payment

Over the FBT year

Nominate number of pay cycles:

## Reimbursement Details

My reimbursement account details are shown

BSB

Account Number

## Employee Declaration

To substantiate my claim, I have attached the appropriate substantiation to this form. I declare that these expenses were provided to me on behalf of my employer and were 100% attributable to my assessable income where applicable and will not be used for any other tax-deductible purpose. I understand that full payment cannot be made by Easi if there are insufficient funds in my account at the specified payment date.

Name Printed

Date

Signature

## Employer Approval

I hereby declare that the employee named above is eligible to salary packaging benefits

Name Printed

Date

Signature

## Submit

Please email to [info@easisalary.com.au](mailto:info@easisalary.com.au)