

Remote Area Benefits Reimbursement Claim

Your details

Given name(s)

Surname

Employer (if salary sacrificed)

Employer number

Please only complete the below if your address details have changed.

Address

Suburb

State

Postcode

Your contact details

Email address

Mobile number

Work number

Please fill in the totals for reimbursement

Only declare the cost paid by you:

Mortgage interest cost \$

I have attached a mortgage statement

Rental payment \$

I have attached a copy of a receipt of payment (if outside lease/agreement term)

Electricity expenses \$

I have attached a copy of my electricity bill and a receipt of payment

Gas expenses \$

I have attached a copy of my gas bill and a receipt of payment

Please email or mail your Remote Area Benefits Reimbursement Claim to SG Fleet. Please only send copies in the mail, keep originals.

Payment of reimbursed expenses

SG Fleet will pay your reimbursement to your nominated account if you supply your bank account details. SG Fleet does not store your account details and they must be re-supplied with each reimbursement request. We are unable to reimburse expenses to credit card accounts.

BSB number

Account number

Account name

Bank name

If you do not supply your bank account details SG Fleet will send a cheque to your home address.



Declaration

have read, understood and accept the terms and conditions of my employer's Remote Area Benefits/Salary Packaging Policy.

I am a current employee whose usual place of employment, and usual place of residence, are both at an eligible remote area, as defined by the Australian Taxation Office.

I have provided substantiation documents as per overleaf, to evidence this claim.

There have been no changes to my remote area living arrangements, mortgage or lease/rental agreement (whichever is applicable), or my employment contract as I understand this may impact the payment of claims, or my eligibility to participate in the program.

For mortgage interest claims only: I have not established a mortgage offset account, nor have I drawn down on my mortgage prior to making this claim.

Employee signature

Name

Date

Please send completed application form to salarypackaging@sgfleet.com

