

## Laptop/PDA/ Portable Electronic Device

SALARY PACKAGING means using some of your pre-tax salary to pay for benefits offered by your employer such as a car, laptop computer or extra superannuation contributions. It's an arrangement with your employer, where you agree to forgo part of your future salary to pay for these benefits instead of receiving gross salary. This means you will pay less income tax - one of the many advantages to salary packaging with Paradigm.

**Reduce your income tax & increase your disposable income**

### WHAT YOU NEED TO KNOW...

Only one laptop, PDA tablet and mobile phone can be packaged per Fringe Benefits Tax (FBT) year (1 April to 31 March). The portable electronic device must be primarily for work use to be eligible for salary packaging.

#### Eligible Items

- » Laptop (including carry bag, mouse, internal upgrades, pre-installed work related software and portable printer)
- » Tablet PC
- » Personal Digital Assistant (PDA)
- » Mobile Phone

#### Ineligible Items

- » Desktop computers;
- » Extended warranties;
- » External upgrades e.g. flash drives, sound systems, modems, routers;
- » Non-work related software
- » Non-portable printers
- » Spare batteries
- » Cables
- » Freight; and insurance; and hardware not installed on laptop;
- » Others (please check with Paradigm)

Please note that payments for portable electronic devices must be finalised by 31 March to be able to package another portable electronic device of the same type the following FBT year starting on 1 April. All eligible items should be claimed at the same time as the portable electronic device with accompanying itemised tax invoices.



### WHAT TO DO NEXT...

#### Existing Members

**Step 1** Complete, sign and return the document or phone Paradigm to start this benefit.

**Step 2** For payment/ reimbursement you will need to provide Paradigm with:

- » A copy of the tax invoice/receipt in your name and showing the date of purchase;
- » A completed Claim Form overleaf.

#### New Members

**Step 1** Complete the following form and return. Paradigm will contact you to establish your account.

**Step 2** Paradigm will send you a copy of the Salary Packaging Confirmation Document to be signed and returned for processing.

**Step 3** For payments follow Step 2 in the existing members section.

I, \_\_\_\_\_ confirm my intention to package a Laptop or PDA by supplying the following details:

Paradigm number: \_\_\_\_\_

**OR**

Please contact me on \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CALL NOW ON 1300 138 441**

