

Meal Entertainment

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 meal entertainment. 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.

Save 30% on meals and drinks by salary packaging. Reduce your income tax.

WHAT YOU NEED TO KNOW...

Meal entertainment does not need to be work related; the reason for the meal and those you enjoy a meal with do not have to be related to your employment. Tax invoices must show what was eaten and must be in English.

To be considered Meal Entertainment the following must apply:

- » Meal and drinks consumed immediately – can't be included if not eaten or consumed as part of the meal.
- » Meals must be substantial, not snacks.
- » Meal must include an aura of entertainment for example, birthday celebration, but live entertainment is excluded.
- » Catering for a function can be included provided a tax invoice for the meal and drinks consumed are provided. Venue hire in these circumstances can also be included.
- » Self catering at home can be included provided the above conditions are met. In this case a tax invoice/tax receipt, showing items to be included in the salary packaging claim must be provided.
- » Taxi travel directly to and from the meal venue.
- » Drinks only cannot be included.

WHAT TO DO NEXT...

Existing Members

Step 1 Complete, sign and return this document or phone Paradigm to begin salary packaging.

Step 2 Complete the Reimbursement Claim form overleaf and submit your itemised tax invoices.

CALL NOW ON 1300 138 441



New Members

Step 1 Complete, sign and return form and 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 Follow Step 2 in Existing Members.

I, _____ confirm my intention to package Meal Entertainment by supplying the following details:

Paradigm number: _____

OR

Please contact me on _____

Deduction amount per pay \$ _____

Signature _____

Date _____

PAYMENT / REIMBURSEMENT CLAIM FORM

Please complete this form and return to Paradigm Reimbursements
 PO Box 5639 Perth WA 6831 | F: 1300 737 285 | E: reimbursements@paradigmstm.com.au

IMPORTANT INFORMATION

Please sign and date this form. Incomplete claim forms will be returned to you. Please allow approximately 3 working days from Paradigm's receipt of your claim form for it to be processed. Claim forms received after 4pm WST will be deemed received on the following business day.

1. PERSONAL DETAILS

Paradigm Number:	Home Contact Number:
First Name:	Work Contact Number:
Surname:	Mobile Number:
Employer:	Email:

2. CLAIM DETAILS

You can only claim one benefit per form. If you wish to claim for additional benefits please complete a separate reimbursement claim form. Claims made for multiple benefits will not be processed.

I would like to make a claim for _____

3. REIMBURSEMENT DETAILS (PARADIGM TO REIMBURSE THIS BENEFIT TO MY REIMBURSEMENT ACCOUNT)

I have previously provided my reimbursement account details to Paradigm.

My reimbursement account details are shown below:
 BSB: - Account Number:

I wish to change my reimbursement account details to:
 BSB: - Account Number:

4. PARADIGM TO PAY THIS BENEFIT DIRECT TO THE SUPPLIER

<input type="checkbox"/> Electronic Funds Transfer (EFT)		<input type="checkbox"/> BPay	
Supplier Name:		Biller Code:	
Reference:		BPay Reference:	
Bank Name:		Biller Name:	
BSB: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>			
Account Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Please contact Paradigm if cheque payment is required.			

5. DECLARATION

Please read and sign the declaration below:

I hereby declare that the attached tax invoices/receipts are for eligible salary packaging expenses as allowed by my employer. These expenses have not been claimed elsewhere. To substantiate my claim, I have attached the appropriate tax invoices and receipts 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. I understand that full payment cannot be made by Paradigm if there are insufficient funds in my account at the specified payment date.

Please enter the TOTAL value of the receipts attached to this claim relating to the benefit above: \$ _____
(including GST)

I have supplied the appropriate tax invoice/s and receipt/s for this claim, please pay/reimburse accordingly.

Signature: _____ Date: _____