

## Relocation Benefit

**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 living expenses. 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.

**Tax effective way to fund your move, where you are required to change your usual place of residence in order to perform employment duties.**

**GST Savings.**

**Pay your removal and storage costs pre-tax.**

**Pay your relocation transport pre-tax.**

**Pay home purchase and sale costs pre-tax.**

### WHAT YOU NEED TO KNOW...

- » You must be required by your employer, to change your usual place of residence in order to perform employment duties
- » You can package your Stamp Duty on a new home, for up to 4 years from the move.
- » You can pay for the removal and storage of household effects using pre-tax dollars
- » You can package the travel costs to attend employment interviews
- » You can package the cost of relocation transport
- » You can package the cost of temporary accommodation (a declaration is also required for this).
- » You can package the cost of establishing new utility services.



### WHAT TO DO NEXT...

Check with your employer to see if you are eligible for Relocation.

**Step 1** Complete a Salary Packaging Application form, Relocation reimbursement claim form (countersigned by your employer) and send to Paradigm with your proof of your relocation expenses (e.g. tax invoices/receipts).

**Step 2** Paradigm will establish your account and send the Salary Packaging Confirmation Document for your completion.

**Step 3** Paradigm will set up deductions from your payroll (for an amount and timeframe agreed by you) and make payments to your nominated bank account each pay period (until your entire claim has

**CALL NOW ON 1300 138 441**

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W: [www.paradigmtsm.com.au](http://www.paradigmtsm.com.au) | F: 1300 737 285

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The information contained in this document has been prepared for general purposes only. Paradigm recommends you seek qualified financial advice before acting on any of the information contained in this document.

## Relocation Benefit - 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

- 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.
- All reimbursements will be made to your nominated bank account by EFT.
- A copy of the tax invoice PLUS receipt or credit card statement must accompany a reimbursement request to enable payment.

### PERSONAL DETAILS

Paradigm Number:	Employer:
Name:	Email:
Contact Number:	Mobile Number:

### PLEASE REIMBURSE ME THE FOLLOWING EXPENSES:

Benefit	Supplier	GST	Total Amount
<input type="checkbox"/>		\$	\$
<input type="checkbox"/>		\$	\$
<input type="checkbox"/>		\$	\$
<input type="checkbox"/>		\$	\$
<input type="checkbox"/>		\$	\$
<input type="checkbox"/>		\$	\$
<input type="checkbox"/>		\$	\$

Attach original tax invoice/s. Reimbursement will be made to your previously nominated bank account.

### EMPLOYER APPROVAL

Authorised Representative: by signing this form you are verifying that the above benefits are not being reimbursed to the employee through the Relocation Policy. You are also confirming that the expenses claimed relate directly to the employee's relocation.

<b>Name:</b>	<b>Position:</b>	
SIGNATURE	NAME IN PRINT	DATE

### EMPLOYEE DECLARATION

I hereby declare that the attached tax invoices/receipts are for eligible expenses specified under the "Table of Relocation Benefits" and will not be used for any other tax-deductible purpose. 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 relocating for work purposes. I understand that full payment cannot be made by Paradigm if there are insufficient funds in my account at the specified payment date.

SIGNATURE	NAME IN PRINT	DATE