

Rental Payments

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 rental payments. 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.

Pay your rent through Paradigm and you save tax!

WHAT YOU NEED TO KNOW...

If you are considering packaging this benefit, there are some points to note:

- » Rental payments may only be packaged for the residence that you occupy;
- » Part or full rental payments only;
- » Payments may be made directly to your real estate agent or landlord or by reimbursement of payment you have made to one of those parties;
- » Current lease agreement required;
- » Payments made to end of current rental agreement.

A signed declaration is required to package this benefit.

WHAT TO DO NEXT...

Existing Members

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

Step 2 Complete and sign the declaration form overleaf and submit along with a copy of your current rental agreement.

Step 3 Choose one of the following options:

- » *Regular payment* - provide Paradigm with the account details of your real estate agent or landlord on the Payment/Reimbursement form overleaf. Payments can be made direct to the real estate agent or landlord until the end date on the rental agreement.



- » *Reimbursement* - Complete the reimbursement form overleaf and provide proof of payment to the agent or landlord.

New Members

Step 1 Complete and return this document 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 Complete and sign the declaration form overleaf and submit along with a copy of your current rental agreement.

Step 4 Follow Step 3 of the Existing Members.

I, _____ confirm my intention to package rental payments by supplying the following details:
Paradigm number: _____

OR

Please contact me on _____

Deduction amount per pay \$ _____

Payment frequency: Monthly Fortnightly Weekly

First payment due date: _____

Signature _____

Date _____

CALL NOW ON 1300 138 441

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@paradigmtsm.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"/>		

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 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: _____

RENTAL PAYMENT DECLARATION

Please complete this form and return to Paradigm | F: 1300 737 285

Existing Members: memberservices@paradigmtsm.com.au | New Members: newmembers@paradigmtsm.com.au

INSTRUCTIONS: Please complete and sign this form in order for this expense payment to be made. Without this declaration you will be liable for the Fringe Benefits Tax (FBT) on the amount Paradigm pay towards this benefit. Should you require any additional information please contact Paradigm on 1300 132 532.

I, _____ of,
(Full name)

(Name of the employer)

Declare as true the following:

That payments made for Rent comply with the requirements as defined below. I will inform Paradigm

- » These payments no longer meet the specified requirements;
- » The rental agreement ceases.

Rental Payments requirements:

- » Rental payments may only be packaged for the residence that you occupy;
- » Part or full rental payments only;
- » Payments may be made directly to your real estate agent or landlord or by reimbursement of payment you have made to one of those parties;
- » Current lease agreement required;

DECLARATION

Signature: _____ Date: _____