

PORTABLE ELECTRONIC DEVICE 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

Please check ONE box only.

You can only claim one benefit on this form. Claims made for multiple benefits will not be processed.

Laptop
 Tablet
 Mobile Phone
 PDA

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

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

Electronic Funds Transfer (EFT)

BPay

Supplier Name:

Biller Code:

Reference:

BPay Reference:

Bank Name:

Biller Name:

BSB: -

Account Number:

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.

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

I understand only the following laptop related items can be salary packaged: laptop and carry bag, pre-installed work related software; internal upgrades; mouse and portable printer.

I declare that this portable electronic device will be used primarily for work related purposes to be eligible for salary packaging.

Signature: _____ Date: _____