

Employee Declaration

I acknowledge and agree to the following:

- ▶ I have been advised to seek independent financial advice prior to commencing salary packaging.
- ▶ I understand that my arrangement with CBB is governed by the conditions as agreed upon in the Service Agreement my employer has with CBB. I understand that this Service Agreement may be subject to change (for example, due to Australian Tax Office legislation changes).
- ▶ CBB will act as the agent of my employer in providing its salary packaging services.
- ▶ I agree to my pre-tax salary being reduced by the amount of CBB fees associated with the salary packaging services.
- ▶ Any Goods and Services Tax (GST) claimable credits will be retained by my employer.
- ▶ If I exceed the salary packaging annual limit I will reimburse my employer for any Fringe Benefits Tax (FBT) charges that may arise.
- ▶ I will not access cash via the salary packaging facility.
- ▶ CBB will hold the salary packaging funds as agent for my employer until relevant payments are made and CBB is entitled to retain any interest or benefits that may arise through holding packaged funds or making those payments.
- ▶ I can make a choice regarding the most secure and/or convenient manner to communicate with CBB, whether it be electronically (fax, email), in writing (forms or other written instructions) or in person.
- ▶ CBB is entitled to assume that any instructions that are signed by me, or are sent via my email, actually come from me and act on those instructions as appropriate.
- ▶ It is my responsibility to maintain appropriate records (Proof of Debt) to substantiate any instructions given to CBB for a period of seven (7) years. CBB will not be liable for payments made as per my instructions where I do not have appropriate substantiation.
- ▶ It is my responsibility to advise CBB of any changes to my gross salary that may affect HELP, SFSS, Child Support, Private Hospital cover, and Child Care fees.
- ▶ I acknowledge that upon ceasing employment with my current employer my salary packaging arrangement will cease and any funds held will be returned to me via the PAYG system after a period of two months or before the end of the current FBT year, whichever occurs first.
- ▶ I agree to have my personal details forwarded to the Rewards Club provider
- ▶ I acknowledge that if I am terminated or leave my current employment that I have the choice to continue enjoying the benefits of the CBB Rewards Club at a cost of \$59.00 per year.
- ▶ I understand that Salary Packaging is dependent on this organisation being registered by the ACNC (Australian Charities and Not-for-profits Commission) as a Charity, classified as a Public Benevolent Institution (PBI), or a Health Promotion Charity (HPC) and endorsed by the ATO to access the associated concessions.
- ▶ I agree that my personal details, including full name, address and email address (where applicable) may be used to communicate information regarding salary packaging (e.g. statements, important announcements, critical updates) and partnership offers.
- ▶ If a Beyond Bank card has been chosen, I hereby confirm that I have been provided access to (and agree to) Beyond Bank's Salary Packaging Card Terms and Conditions, Financial Services Guide, Fees and Charges and Product Guide.
- ▶ **Note:** As per the Privacy Act, your details will not be shared with third party organisations without your consent.
- ▶ A motor vehicle is included in my salary package: _____ Nominated KM per annum: _____

Employee name:

Employer name:

Employee signature:

Date:

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Community Business Bureau

salary packaging | not for profit advisory

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