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Declaration

By submitting this form, I declare:

- I have read, understood and accept the Terms and Conditions below.
- I will notify Maxxia if I amend or cancel the insurance policies referred to on this form.
- I am entitled to reimbursement of these expenses in accordance with my employer's Salary Packaging Policy.
- These expenses were paid by me, not my employer or any other third party.
- I have not previously claimed reimbursement for these expenses from my employer or any other third party.
- I have not and will not claim a tax deduction for the expenses included in this claim.

I understand that submission of false or misleading information may lead to serious tax offences and result in my claim being denied.

Sign here

Date / /

If you are claiming Disability/Income Protection Insurance or Professional Indemnity Insurance please also complete the following declaration:

I declare that the expenses in relation to Disability/Income Protection Insurance or Professional Indemnity Insurance were incurred by me for work-related purposes, and that the percentage of those expenses incurred in earning my assessable income was 100 percent.

Sign here

Date / /

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Submitting my claim

Submit this completed claim form along with all your supporting documents:

Online: maxxia.com.au/forms/upload-a-form, or by

Email: info@maxxia.com.au

Fax: 1300 733 444

Post: Maxxia Pty Ltd, Locked Bag 18, Collins Street East, Melbourne VIC 8003

What happens next?

We will organise this payment for you. However, please note that:

- If your premium is greater than your current salary packaging insurance contribution, we will reimburse you up to your contribution amount. If you'd like to increase your insurance benefit contribution, please call our Customer Care Centre on 1300 123 123.
- Some employers do not allow all insurance types. If you select an insurance type that you are not eligible to receive under your employer's policy, our Customer Care team will contact you.
- If you have provided supporting documentation showing your insurance being paid by instalments we will set up a regular reimbursement to be paid to you. A reminder will be sent to you when this is due to end, requesting your new policy documents.
- For all other insurance types, and all premiums paid as a lump sum, you will need to submit a new claim at each renewal to continue payments.

Privacy Statement: Maxxia is committed to protecting the privacy and rights of its customers. Our Privacy Policy contains important information about how we collect, hold, use and disclose personal information including with third parties to provide our services to you. It explains what happens if we cannot collect your personal information, as well as how you can access and correct the personal information we hold about you, or make a complaint. If you do not wish to receive promotional material from us, or would like a copy of our Privacy Policy, please contact us on 1300 123 123 or view online at maxxia.com.au

Terms and Conditions

Important please read before signing this form.

By submitting this form, you acknowledge and agree:

1. Maxxia may charge a fee for the processing of this claim. The details of the applicable fees are contained in your Employee Information Guide or by contacting Maxxia.
2. Where you have regular payments made from your salary package for benefits such as lease payments, then these payments will take precedence over any reimbursement claims.
3. If you do not fully complete this form including providing appropriate supporting documentation then Maxxia may return your claim to you without payment.
4. If we suspect you have made a false claim for reimbursement, the matter will be referred to your employer and you may be denied further participation in salary packaging.
5. You must not include requests for payment of claims by Maxxia to third parties. In these instances you should make payment and submit a reimbursement claim to Maxxia.