

# Salary Packaging Fly In – Fly Out (FIFO) Reimbursement Claim Form



Maximising  
your workplace  
benefits

<b>Employee Name</b>	
<b>Payroll Identification Number</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Employer Name</b>	

**1. Please choose your preferred reimbursement method by ticking one of the options listed below.**

If you have regular payments in place (eg Novated Lease) then these payments will take precedence over any claim submitted for reimbursement.

- Option 1 – Payment of my claim is to be made in full.**  
Where sufficient funds are not available the claim will be returned to you without payment being made.
- Option 2 – If sufficient funds are not available to pay the claim in full, please make a part payment.**  
If there are insufficient funds to settle the claim in full, a part payment for the maximum amount of funds available in your account will be made. The claim cannot be resubmitted for payment of the unpaid proportion.
- Option 3 – Establish a regular reimbursement payment to my nominated bank account until the claim has been paid in full.**  
Additional claims cannot be submitted for payment until this claim has been paid in full.

If you do not select one of the options listed above then Maxxia will assume that you have elected Option 1.

**2. Details of Salary Packaging FIFO Expenses Incurred by you (you must include details of every tax invoice attached)**

Payment Description (Flights to be claimed)	Date Of Payment	Payment Amount (Inc. GST)	GST Amount
	/ /	\$	\$
	/ /	\$	\$
	/ /	\$	\$
	/ /	\$	\$
	/ /	\$	\$
	/ /	\$	\$
	<b>Total</b>	\$	\$

### 3. Change of Details for your Nominated Bank Account (complete if necessary)

Account Name	BSB Number	Account Number
	□ □ □ - □ □ □	□ □ □ □ □ □ □ □ □ □

### 4. Declaration (sign and date)

I declare that I have read, understood and complied with the terms and conditions of my employer's Salary Packaging Program and the Maxxia reimbursement terms and conditions (see [www.maxxia.com.au](http://www.maxxia.com.au)).

I declare that in order to satisfy conditions for this claim to be FBT exempt, the following conditions have been met:

1. My usual place of employment is located in an area which is deemed to be a remote area;
2. I have stayed in accommodation at or near my usual place of employment;
3. I have returned to my usual place of residence on days off work;
4. I have not and will not claim an income tax deduction for any amounts stated on this form.

<b>Signature</b>		<b>Date</b>	
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Return the completed form to:	
<b>Mail:</b>	<b>Fax:</b>
Maxxia Pty Ltd Locked Bag 18 Collins Street East MELBOURNE VIC 8003	1300 733 444

**Terms and Conditions – Salary Packaging FIFO Reimbursements**  
Please read these terms and conditions before completing and submitting a *Salary Packaging Reimbursement Claim form to Maxxia Pty Ltd*.

1. Only reimbursement of salary packaging FIFO expenses can be claimed using this form.
2. For each salary packaging FIFO expense included on your claim you must:
  - Provide a payment description, date of payment, and the payment amount (including GST); and
  - Attach appropriate receipt(s)/tax invoices required by your employer.
3. You acknowledge that subject to your employer's policy, Maxxia may charge a fee for the processing of your claim. The details of the applicable fees are contained in the *Employee Information Guide*.
4. Claims will be reimbursed by way of Electronic Funds Transfer (EFT) to your nominated bank account. If you wish to change this account, please provide Maxxia with your new account details.
5. There are three reimbursement options available to you by Maxxia:
  - Option 1 – Payment of my claim is to be made in full. Where sufficient funds are not available the claim will be returned to you without payment being made.
  - Option 2 – If sufficient funds are not available to pay the claim in full, please make a part payment. If there are insufficient funds to settle the claim in full, a part payment for the maximum amount of funds available in your account will be made. The claim cannot be resubmitted for payment of the unpaid proportion.

- Option 3 – Establish a regular reimbursement payment to my nominated bank account until the claim has been paid in full. Additional claims cannot be submitted for payment until this claim has been paid in full.
6. If you do not select one of the approved reimbursement options then Maxxia will assume that you have elected Option 1.
  7. Where you have regular payments made from your salary package for benefits such as lease payments then these payments will take precedence in relation to the reimbursement of claims.
  8. If you do not fully complete the *Salary Packaging FIFO Claim Form* including providing appropriate substantiation then Maxxia may return your claim to you without payment.
  9. If you make a false claim for reimbursement the matter will be referred to your employer and you may be denied further access to salary packaging.
  10. 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. Payments directly to third parties can only be on a regular basis.
  11. Maxxia will make payment to your nominated bank account within two business days of receipt of a claim form, subject to available funds. Note that your bank may take up to a further four business days to enable you to access these funds from your account.
  12. If you require any further information please contact our Customer Care Centre on **1300 123 123** or visit [www.maxxia.com.au](http://www.maxxia.com.au)
  13. These terms and conditions may be updated by Maxxia at anytime and are available on our website or by contacting us directly.