

Salary Packaging Amendment Form



Government of
South Australia



Employee Information

Your Name (First Name, Surname)	Email Address (This will be used to send a confirmation, once this request is processed)
Employer Name	Payroll Identification Number
Phone Number	Date of Birth

IMPORTANT: Please complete all of the above information to enable Maxxia to process your request.

Regular Payment Benefits

Action	Benefit Name	Allocation Amount (Per Pay Cycle)	Payment Frequency	Payment Details*
Please complete all details below, including the payment details section				
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Remove	<input type="checkbox"/> Mortgage <input type="checkbox"/> Rent <input type="checkbox"/> Personal Loan	\$	<input type="checkbox"/> Fortnightly <input type="checkbox"/> Other _____	Payee Name
				BSB Account Number
				Payment Reference
				Email Address to send remittance advice (if different to address above)
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Remove	<input type="checkbox"/> Mortgage <input type="checkbox"/> Rent <input type="checkbox"/> Personal Loan	\$	<input type="checkbox"/> Fortnightly <input type="checkbox"/> Other _____	Payee Name
				BSB Account Number
				Payment Reference
				Email Address to send remittance advice (if different to address above)

Maxxia Wallet - Salary Packaging Payment Card

Action	Benefit Name	Allocation Amount (Per Pay Cycle)	Payment Frequency	Additional Card	Additional Cardholder Payment Details
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Remove	Living Expenses	\$	<input type="checkbox"/> Fortnightly <input type="checkbox"/> Other _____	<input type="checkbox"/>	Full name
					Date of Birth
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Remove	Meal Entertainment	\$	<input type="checkbox"/> Fortnightly <input type="checkbox"/> Other _____	<input type="checkbox"/>	Preferred email address
					Mobile Number
Postal Address:					

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Amendment Details - Superannuation

Benefit Item	Amount or % Per Pay	Over How Many Pays?	Unique Super Identifier (USI)	Electronic Service Agreement (ESA), if self managed
Regular Superannuation Contributions Super SA				
Regular Superannuation Contributions Fund name: (Please specify)				
Total Per Pay				

! **CHECKPOINT!**

- It is not compulsory for you to provide your fund's USI or ESA. However, not doing so will mean we are unable to make payments to your superannuation account.
- You may be required to provide your Tax File Number (TFN) to salary package super, Maxxia will contact you if it is required.

Based on the amounts allocated fortnightly for each benefit and your current arrangements in place, we will send a revised payroll adjustment advice to your payroll department.

I declare that I have read, understood and complied with the terms and conditions of the employer's Salary Packaging Program and the Maxxia terms and conditions (see www.maxxia-sagov.com.au). I understand that a false declaration may lead to cessation of salary packaging and/or other disciplinary action.

Employee Signature: _____ **Date:** _____

Terms and Conditions - Salary Packaging Amendments

Please read these terms and conditions before completing and submitting a Salary Packaging Amendment Form to Maxxia Pty Ltd.

- If you wish to close off all the benefits or wish to terminate the account, please email info@maxxia.com.au or call 1300 123 123.
- Payments will be made 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.
- For monthly payments, please advise the date on which you would like these regular payments to be made. Please note that to make the first monthly payment, we require three (3) fortnightly income deductions.
- Superannuation - Under Australian Taxation Office (ATO) guidelines, payments to the superannuation fund must be made directly to the Super Fund. These payments can be made by the way of Electronic Funds Transfer (EFT). The superannuation fund must be a registered entity with the ATO. In case of a self-managed super fund, please forward a copy of "Certificate of Compliance" as issue by the ATO. Please include your member number in the "Payment Reference" field. This ensures that the payments made by Maxxia are clearly identifiable by the super fund and applied against your account with them.
- You will meet any cost including an FBT Liability arising from the implementation of your Salary Package.
- You will hold records for a period of five (5) years in relation to any payments made by Maxxia. These records must be made available to Maxxia, your employer or the ATO whenever requested.
- The Maxxia Wallet charge is \$4.40 per benefit, per month (GST incl). This will be salary packaged and your deductions automatically increased to cover the charge. There is a charge of \$1.10 per benefit, per month (GST incl) for each additional card.
- You will be ineligible to claim a taxation deduction for all benefits salary packaged on your tax return.
- If you make a false declaration the matter will be referred to your employer and you may be denied further access to salary packaging.
- If you require any further information please contact our Customer Care Centre on 1300 123 123 or visit www.maxxia-sagov.com.au
- These terms and conditions may be updated by Maxxia at any time and are available by contacting us directly.

Return the completed form to:

Email: info@maxxia.com.au **Post:** Maxxia Pty Ltd, Locked Bag 18, Collins Street East, Melbourne VIC 8003

DISCLAIMER

Maxxia provides administration and referral services on behalf of employers. It does not provide any form of financial, taxation or financial product advice to employees on the relative merits of package programs or on any other basis. Some information on taxation matters may be provided to illustrate possible advantages, but is of a general nature only. You should seek your own independent professional advice on how packaging programs may impact your particular financial, taxation and welfare benefit circumstances. Maxxia may receive commissions or rebates in connection with some services it provides or arranges to be provided by third parties. By appointing and utilising Maxxia services, you consent to its receipt of such commissions and rebates. Tax laws regarding the treatment of salary benefits may change, which could adversely impact your financial, taxation or welfare benefit decisions.

The Maxxia Wallet is issued by Heritage Bank Limited ABN 32 087 652 024, AFSL 240984 ACL 240984. Maxxia Pty Ltd (Maxxia) acts as authorised representative of EML Payment Solutions Limited ABN 30 131 436 532, AFSL 404131 as distributor of the Maxxia Wallet. For more information about the card please read the Product Disclosure Statement, which is available at live.maxxia.com.au/pds

PRIVACY

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. 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. Our Privacy Policy is also available at maxxia.com.au

Maxxia Pty Ltd | ABN 39 082 449 036.