

I would like to make a venue hire claim



Things to know

Please use this form to claim reimbursements for your venue or facilities hire expenses, incurred for entertainment and/or recreation purposes, as part of your salary packaging benefits.

Complete your claim online or download our app

For easier, simpler and faster ways to claim, you can choose to: login to your Maxxia Online account at securemaxxia.com.au, or download the Maxxia app from the App Store or Google Play™. You must already have a Maxxia Online account to use the app.

1 My details

Full name: _____

Phone number: _____

Email: _____

Employer name: _____

Payroll identification number: _____

2 My contribution options

If there are insufficient funds in your venue hire account to pay this claim, Maxxia will part pay the expense as funds become available. Alternatively, you can increase your contributions to cover this reimbursement.

Please indicate your preferred contribution option:

- I do not want to increase my contributions, please pay using my current contributions.
- Please increase my contributions in equal instalments over the next available pays.
- Other (please advise): _____

3 Where to pay my claim

You only need to complete this section if you have **not** previously supplied your account details or if the details have changed. This will become your default account that all reimbursement payments are made to.

Account name _____

BSB number - Account number

! CHECKPOINT: Please ensure you include a copy of the following documentation for each item you are claiming.

Purchases **within** Australia:

- a tax invoice showing the purchase was for venue hire, and
- proof of payment, this can be an invoice, a receipt, BPAY receipt number or financial institution statement.

Purchases **outside** Australia:

- a receipt showing the purchase was for venue hire, and
- a credit card statement identifying the actual cost of the expense in Australian dollars. This will be used to confirm the claim amount in Australian dollars.

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My declaration

By submitting this form, I declare:

- I have read, understood and accept the Terms and Conditions below.
- 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.
- The expenses listed have not been paid for using funds from a Maxxia Wallet card.
- 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 / /



CHECKPOINT

- I have completed my claim details on all **three** pages of this form.
- I have signed the declaration.
- I have included all pages of my supporting documentation and claim form.

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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

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?

Once your claim and copies of your supporting documentation are received, we'll organise this payment for you. If you don't have enough money in your venue hire account, we'll make a partial payment from the amount currently available. The remainder of your claim will automatically be paid to you as funds become available.

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 request you to provide additional substantiation of the venue hire expenses for which you are claiming reimbursement at any time.
2. 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.
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.