



Ongoing Expense Declaration

Details

Employee Name

Email

Phone ()

Employer Name

Items

*Frequency: A = Annually M = Monthly F = Fortnightly W = Weekly

Expense	Amount (\$)	Frequency*
<input type="text"/>	<input type="text"/>	<input type="text"/>
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Declaration

- I declare that these expense items are ongoing expenses as per the specified amount and frequency nominated above and that I have incurred the expenses salary packaged for an amount at least to the value of the amount nominated. I understand that this declaration is to apply to the above stated benefit and to any identical benefit for a period up to five years from the date of this declaration.
- I acknowledge that Selectus will reimburse my account automatically each pay period for these ongoing expenses and that this declaration will also be revoked if another ongoing expense declaration is provided in respect of a subsequent identical benefit.
- On request by Selectus, my employer or the Australian Taxation Office I will be able to provide substantiation to verify the expenses incurred. Acceptable substantiation is a Tax Invoice/Receipt or a bank/credit card statement.
- I acknowledge that my employer has appointed Selectus to provide salary packaging services to their employees.
- I indemnify my employer and Selectus against all costs, losses, outgoings and liabilities including, without limitation, any penalties and general interest incurred by my employer arising from any failure on my part to provide the required substantiation or any inaccuracies or omissions in this declaration.
- Identical benefits are the same in all respects except for any differences that are minimal or insignificant, or that relate to the value of the benefits, or to a change in the deductible proportion of 10 percentage points or less.

I confirm that the information provided is true and correct. (Must be ticked)

Employee Signature

Date DD / MM / YYYY

You can forward this Ongoing Expense Declaration and original copies of tax invoices/receipts/bank statements by:

FAX: 1300 03 02 01

EMAIL: claims@selectus.com.au

MAIL: Locked Bag 4000, Melbourne VIC 3001