



Laptop Computer Packaging Guidelines

All Australian taxpayers are entitled to salary package ONE laptop per FBT year which must be for work related purposes.

For this unique salary packaging arrangement to become effective it is necessary for you to be employed by your current employer over the period of the deductions.

Please note that if you have purchased the laptop as part of a “loan arrangement” you cannot salary package the loan payments.

- **To commence the process**, please complete the Attachment 14 Salary Packaging Authority Form (Laptop Computer). Once your account has been established a once off service fee of \$44.00 will be debited to your account.

If you know the total amount the Laptop will cost, you should enter this in the laptop purchase price area on Attachment 14. Your organisation’s payroll department will be able to use this amount to set a total deduction limit so that your weekly or fortnightly payroll deductions for your laptop reflect the total cost of the laptop (including the CBB Fee).

- Where possible, please ensure that you provide us with your **email address**.
- A tax invoice is required to substantiate details of the purchase.



Laptop Computer Packaging Payment Options

CBB Laptop Computer Packaging Payment Options:

Option 1 – Pre-purchase a laptop

- Forward a copy of the tax invoice with your proof of payment in full, along with the completed Attachment 17 Laptop Computer Packaging Regular Payment Request Form.
- The CBB will then reimburse you for the purchase of the laptop over the time duration (up to 6 regular payments only) that it takes for you to have the monies provided as salary packaging deductions, inclusive of the CBB once off service fee (if applicable).

Option2 – Savings Plan to purchase a laptop

- Your chosen amount of salary deductions will be credited to your account with the CBB on your payday.
- Once the correct amount of funds has been accumulated, you will then be able to purchase your laptop computer.
- Simply coordinate with the supplier of the laptop to send you a tax invoice.
- You can then either forward the Invoice and the completed Attachment 16 Once-Off Payment Request Form (Laptop Computer) to the CBB. Payment will be made directly to the Laptop supplier by Bpay or EFT.
- Alternatively, if you have chosen to pay for the Laptop directly, simply fill in your banking details in the space/s provided on the Attachment 16 Once Off Payment - Laptop Computer Packaging Form including a copy of the tax invoice with proof of payment.

Should there are any funds remaining in your NCB account, upon completion of the transaction, the balance of those funds will be returned to your pay office for processing as normal salary & wages.

**Laptop must be purchased – proof of debt via tax invoice must be provided.
Rent to buy or lease options are not permitted.**