

**ATTACHMENT 2**

**EMPLOYEE DECLARATION FORM**

I acknowledge and agree to the following:



- I have been advised to seek independent financial advice prior to commencing salary packaging.
- CBB will act as the agent of my employer in providing its salary packaging services.
- I will reimburse my employer for CBB fees associated with the salary packaging services.
- Any GST claimable credits will be retained by my employer.
- If I exceed the salary packaging annual limit I will reimburse my employer for any FBT charges that may arise.
- I will not access cash via the salary packaging facility.
- CBB will hold the salary packaging funds as agent for my employer until relevant payments are made and CBB is entitled to retain any interest or other benefits that may arise through holding the packaged funds or making those payments.
- I can make a choice regarding the most secure and/or convenient manner to communicate with CBB, whether it be electronically (fax, email), in writing (forms or other written instructions) or in person.
- CBB is entitled to assume that any instructions that are signed by me, or are sent via my email, actually come from me and act on those instructions as appropriate
- It is my responsibility to maintain appropriate records (Proof of Debt) to substantiate any instructions given to CBB for a period of seven (7) years. CBB will not be liable for payments made as per my instructions where I do not have appropriate substantiation.
- It is my responsibility to advise CBB of any changes to my gross salary that may affect HELP, SFSS, Child Support, Private Hospital cover, and Child Care fees.
- I acknowledge that upon ceasing employment with my current employer my salary packaging arrangement will cease and any funds held will be returned to me via the PAYG system after a period of two months or before the end of the current FBT year, whichever occurs first
- I acknowledge that any payments to my Mortgage Line of Credit or standard Mortgage with a redraw facility that are more than the minimum repayment required by my financier will not be subsequently redrawn without substantiation
- I agree to have my personal details forwarded to the Rewards Club provider
- I acknowledge that if I am terminated or leave my current employment that I have the choice to continue enjoying the benefits of the CBB Rewards Club at a cost of \$59.00 per year
- I understand that Salary Packaging is dependant on this organisation being classified by the ATO as a Public Benevolent Institution
- A motor vehicle is included in my salary package      Yes       No
- Nominated KM per annum      \_\_\_\_\_ km

EMPLOYEE NAME: .....

EMPLOYER NAME .....

CONTACT NO: Hm: ..... Wk: ..... Mobile.....

EMPLOYEE SIGNATURE: .....      DATE: / /