



CBB Salary Packaging Pre – Interview Handout

To make the sign-up process as easy as possible please bring along to your interview the following information that is applicable to you:

- **Confirmation of Income**
Copy of your current payslip or annual income amount
- **Proof of debt**
of all regular payments that you wish to be paid
eg loan account bank statements, rental agreements etc
- **Banking details**
BSB & account number or BPay details for regular payments

In the information booklet you will find a number of forms.
Outlined below is a description of each form and its use.

Attachment/ Form	Description
Attachment 1 Salary Packaging Authority Form	Authorises your Salary Packaging to commence.
Attachment 2 Employee Declaration Form	Acknowledges and accepts the terms and conditions.
Attachment 3 Once off Payment Request Form	Completed this form for each once off payment. Instructs the CBB to make one off payments on your behalf. eg telephone, electricity, council rates etc. Forward to the CBB with 'Proof of Debt' eg copy of invoice to be paid
Attachment 4 Regular Payment Form	Complete this form for each regular on-going payment eg mortgage, rent, loans etc Forward to the CBB with 'Proof of Debt' eg copy of Loan contract, rental agreement etc.
Attachment 5 CBB Salary Packaging Card Transfer Request Form	Complete if CBB Salary Packaging Card is required - authorises CBB to transfer funds into your CBB Salary Packaging Card account.
Attachment 6 & 6A CBB Salary Packaging Card Registration Form CBB Salary Packaging Information Form	Application Form Outlines essential information for card users and terms and conditions

Get started now – it's so easy

Phone 1300 763 505 to make an appointment.

Additional CBB Salary Packaging Forms and "How to fill out guides" are also available from CBB website www.cbb.com.au