



The
Salary Packaging
People



Direct payments

What proof of debt is required?

Home loan

One of the following must be supplied when paying direct into a residential home loan account:

Recent home loan statements (all pages)

Customer's name

Customer's address

Loan type

Confirmation of account details (BSB and account number)

Current balance of the loan.

Home loan letter (signed) provided to us by financier. For new loans only where no statement is received yet

Customer's name

Customer's address

Loan type

Confirmation of account details (BSB and account number)

Current balance of your home loan

Loan commencement date

On financier's letter head.

If you are unable to pay direct to the home loan account, please contact the Community Business Bureau (CBB) Customer Care team on **1300 763 505**.

What can be salary packaged?

You can salary package to the home loan account which you are currently residing in, providing you are not claiming any deductions or interest for your home loan in your tax return

The payment can be principal and interest and voluntary amounts

Payments can be setup as a regular direct payment to the home loan account

Home loan accounts with a redraw facility can be salary packaged, as future redraws are classified as 'new borrowings'

Loans for vacant land can be salary packaged.

What cannot be salary packaged?

Timeshares cannot be salary packaged

Investment property loans cannot be salary packaged

Line of credit loans cannot be salary packaged, as funds can be withdrawn at any time as cash, for any purpose

Offset accounts linked to home loan accounts are not loans therefore cannot be salary packaged

No document alteration (blacked out statements, letters or contracts)

No statements over two years old

Pre-approvals for a loan

Unsigned contracts

No savings account statements

Loan offer letters.

Important: Payments will not commence to your debt(s) until all proof of debt(s) are supplied in full.

Continued →



Rent

One of the following must be supplied when paying direct into a real estate agent or landlord account:

Agent rental – tenancy agreement needed (in term)

Name of person(s) leasing the property

Property address

Rental cost and frequency

Confirmation of account details (BSB and account number)

Term of the rental agreement (expiry)

Must be a current agreement

Page showing that the contract has been signed.

Private rental – letter from residence owner (if it is private only)

Name of person(s) leasing the property

Property address

Rental cost and frequency

Term of the rental agreement (expiry)

Must be a current agreement

Owner or landlord's name, personal address, phone number

Confirmation of owner or landlord's account details (BSB and account numbers)

Letter must be signed landlord or owner.

What can be salary packaged?

Agent rental

Private rental

Rent to family or friend.

What cannot be salary packaged?

Bond

No out of term contracts.



Important: Payments will not commence to your debt(s) until all proof of debt(s) are supplied in full.

Continued →



Credit cards

One of the following must be supplied when paying direct into a personal credit card:

Recent credit card statement (all pages)

Customer's name

Customer's address

Confirmation of account details (Biller code and reference number)

Current balance of your credit card

Credits or payments made against the credit card.



What can be salary packaged?

All personal credit cards

Credit card statement addressed to the additional card holder.

What cannot be salary packaged?

No statements which have previously been supplied for salary packaging purposes

No statements over two years old

Where monthly balance is less than amount being packaged to the credit card

Downloaded transaction report (unless it shows customer's name, address, account details, current balance owed)

No document alteration (blacked out statements).

Important: Payments will not commence to your debt(s) until all proof of debt(s) are supplied in full.

Continued →



Personal and car loans

One of the following must be supplied when paying direct into a personal or car loan:

Recent loan statement (all pages)

Customer's name

Customer's address

Loan type

Confirmation of account details (BSB and account number)

Current balance of the loan.

Personal or car loan letter where no statement has been received yet (provided to us by the financier for new loans only)

Customer's name

Customer's address

Loan type

Confirmation of account details (BSB and account number)

Current balance of the loan

Loan commencement date

On financier's letter head.

What can be salary packaged?

All personal and car loans.

What cannot be salary packaged?

Pre-approvals for a loan

Unsigned contracts

Downloaded transaction reports (unless it shows customer's name, address, account details and current balance owed)

Loans to family and friends (unless it is a registered loan)

No statements which have previously been supplied for salary packaging purposes

No statements over two years old

No document alteration (blacked out statements, letters or contracts)

Loan offers and letters.



Important: Payments will not commence to your debt(s) until all proof of debt(s) are supplied in full.

Continued →



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School and child care fees

One of the following must be supplied when paying direct into school and child care fees:

Taxable invoice (all pages)

Customer's name

Name of the school or child care centre

Confirmation of account details (BSB and account number)

Total amount paid for the semester or year

Date of the semester or year that the paid invoice is for.

What can be salary packaged?

All school and child care fees.

What cannot be salary packaged?

No statements which have previously been supplied for salary packaging purposes

No statements over two years old

No document alteration (blacked out invoice).

Important: Payments will not commence to your debt(s) until all proof of debt(s) are supplied in full.

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