

Name _____ 

Expense Type and Bank Account Form


(If amending package, enter **Package No.** _____)

Step 1 List your **expenses** and your **bank account** for payment.

Step 2 Photocopy (substantiate) *each* expense listed. See below ^. 

 **Fax 03 9822 7455**

For assistance, contact Advantage. Ph 03 9822 3455

| 1. Expenses <u>list your bills & attach copies</u> | | | 2. Bank Account Details (Where do you want the money paid?)  | | | | |
|---|------------------------------------|-------------------------|--|-------------|-------------------------------------|-----------------------------|---------------------|
| List your Expenses | Amount Paid Per Year (see below) * | Copy of Bills Attached? | Name of Bank Account | Which Bank? | BSB (branch no.) (must be 6 digits) | Account No. (max. 9 digits) | Ref (if applicable) |
| Eg. Credit card | \$ | Y | Eg. Mr & Mrs J Smith | Eg. ANZ | 0 9 8 6 8 0 | 9 8 8 0 3 4 5 7 | n.a. |
| | \$ | Y / N | | | _ _ _ _ _ _ | _ _ _ _ _ _ | |
| | \$ | Y / N | | | _ _ _ _ _ _ | _ _ _ _ _ _ | |
| | \$ | Y / N | | | _ _ _ _ _ _ | _ _ _ _ _ _ | |
| | \$ | Y / N | | | _ _ _ _ _ _ | _ _ _ _ _ _ | |
| | \$ | Y / N | | | _ _ _ _ _ _ | _ _ _ _ _ _ | |
| | \$ | Y / N | | | _ _ _ _ _ _ | _ _ _ _ _ _ | |

* **Amount Paid** - If the payment is **fixed** (eg. mortgage, loan, rent, health), enter the **annual** amount you pay. Eg, rent \$200 a week = \$200 x 52 = \$10,400
 - If the bill **varies** each month (eg. phone, elec., insurance, rates, gas etc.), enter the **total** shown on the bills you have copied. Credit cards enter amounts **paid**. Copy at least the last **12 months** of these bills. *The more bills you copy, the more you can salary package.* Eg copy 10 phone bills @ \$120 ea. = \$1,200

^ **Substantiation.** For all expenses salary packaged, we need **proof** that the bill exists. This is a **Tax Office** requirement

- For a mortgage or personal loans, copy your bank statement or loan agreement. For rent, a copy of a rent receipt or the rental agreement. Rates, copy Annual Notice
- For general items (health, phone, elec, gas bills etc.), we need copies of the **Tax Invoices** up to the full amount you wish to salary package (so, **copy 12 months of bills**)
- Credit cards – we need to identify the amounts **paid off** the credit card. Copy your last 12 months of statements showing the **amount paid**.