

# Salary Packaging of Parking Costs Form

- Where possible, please fill in the form on a computer using Adobe Acrobat reader and sign digitally into the signature field. Once the form is signed, it will not be possible to edit/override the instruction.
- Please do not save this file locally, as this form is subject to change.

## PERSONAL DETAILS

Given Name/s:	Surname:
Employee Number:	Position Title:

I note that the University recommends that employees seek independent financial advice with regard to their salary packaging arrangements. Having considered the University's recommendation, I submit the following request to salary package my parking costs.

## INVOICE DETAILS

Parking location as per attached invoice

Amount \$

**Scanned copies of the original tax invoice must be attached to this form prior to submission.**

## TERMS AND CONDITIONS

- Buranda PA Multi Story, PA Parking, Mater Car Park - Raymond Terrace, Wesley Hospital Multi Level Parking, T.R.I and St Leo's College only.
- Pre-Paid weekly, fortnightly, monthly, semester or annual tickets/permits only.
- Tax invoice required, and must not be older than 2 months from the date of submission.
- Parking ticket(s)/permit was acquired for work purposes.
- An administration fee of 2% of the package amount will be charged for salary sacrificing.
- The attached invoice/s will not be claimed for any other tax deductible purposes.

## AUTHORISATION

I hereby authorise the University of Queensland to salary package parking costs as indicated above:

Signature of Employee:		Date: dd/mm/yyyy	
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## SUBMIT COMPLETED FORM

Email to [salarypackaging@uq.edu.au](mailto:salarypackaging@uq.edu.au) OR

## Remuneration and Benefits Staff to complete

Prepared by:	Checked by:
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