# Acceptance of offer of salary packaging

To (Name of Contractor)

I (Name of employee)

have read and do understand and accept the offer of salary packaging made by the Employer on the terms and conditions detailed in the document headed SALARY PACKAGING ARRANGEMENT.

I understand that, for the purposes of the Australian Taxation Office, the Employer **is/is not** a Public Benevolent Institution.

I understand that my Employer has stated my salary as $

I nominate the following amount from my salary $

This comprises $ of benefits (inclusive of any fees) and $ budgeted for Fringes Benefits Tax.

I understand that there is a requirement to obtain financial advice before entering into all salary-packaging arrangements, except in relation to superannuation contributions of 50% or less to the Government Employees Superannuation Board. I have received financial advice in relation to my proposed Salary Package.

The amount of my proposed Salary Package equates to the nominated percentage of percent (rounded up), of my stated salary.

I acknowledge that I have elected to appoint of

to be my Contractor within the meaning of the SALARY PACKAGING AGREEMENT for all purposes associated with and in relation to the SALARY PACKAGING ARRANGEMENT and I acknowledge that all correspondence to the Contractor be directed to

the attention of

I further acknowledge that the total and sole responsibility for the administration of the Salary Packaging Arrangements rests with the Contractor and that I will notify and endeavour to resolve all of its complaints, disputes and grievances in respect of the Salary Packaging Arrangements with the Contractor only and not the Employer.

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| --- | --- | --- |
|  |  |  |
| (Employee’s signature) |  | (Employee’s name printed) |
|  |  |  |
| Dated: ......../………/…….. |  |  |

Copies: Contractor, Employee and Employer