



## Information for **New Starters**



SALARY PACKAGING PTY LTD



MyEziwayAccount

# Salary Packaging in Brief

## What is Salary Packaging?

Salary Packaging is an ATO approved method of restructuring your salary. Your Employer offers salary packaging. This means you can use some of your salary to pay for everyday living expenses before income tax is taken. Salary packaging is the easy way to give yourself a pay increase.

Not-for-Profit organisations can package a maximum of **\$611.53** per fortnight or \$15,900 annual cap.

Public Hospital employees can package a maximum of **\$346.53** per fortnight or \$9,010 annual cap.

## How does Salary Packaging Work?

When you Package, money for certain personal expenses (called benefits) is deducted or 'sacrificed' from your salary before tax is taken out. You then only pay tax on the remaining portion of your salary.

## What can I package?

### 1. Capped Living Expenses



Mortgage Repayments



Rent Repayments



Personal Loans



Credit Card Repayments



Eziway Living Expenses Card

### 2. Capped Meal Entertainment, Accommodation and Venue Hire Benefits



Meals and Entertainment



Accommodation Expenses



Venue Hire and Catering Expenses



Eziway Meal Entertainment Card

### 3. Concessional benefits (subject to Employer eligibility)



Novated Leasing



Remote Area Benefits

## Substantiation

It is an ATO requirement that Eziway hold current records to substantiate your arrangement.

When you start Salary Packaging you will need to provide supporting documentation.

## Download MyEziwayAccount app to get started

Once downloaded use your login and password to set up your salary packaging account.



Login with username:

Password:

## Disclaimers:

The information contained above on electronic and printed collateral is for information purposes only. Whenever you are making decisions that affect your income and financial affairs, you should consider seeking independent financial advice | E. & O. E. | Copyright 2025 Eziway Salary Packaging |



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1800 932 394 | admin@eziway.net.au | eziway.net.au

# Salary Packaging Request Form

Please complete the highlighted fields and return to Eziway:

admin@eziway.net.au | [eziway.net.au](http://eziway.net.au)

## Your details

Title Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Other <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mx <input type="checkbox"/>	First Name(s) <input type="text"/>	Family Name <input type="text"/>
Work Site / Location <input type="text"/>	Employer <input type="text"/>	Employment Status (Full Time, Part Time, Casual, Max) <input type="text"/>
Payroll ID <input type="text"/>	Gross Annual Salary \$ <input type="text"/>	Position <input type="text"/>
Date of Birth <input type="text"/>	Mobile / Home Phone <input type="text"/>	Email <input type="text"/>
Postal Address <input type="text"/>	Suburb <input type="text"/>	State <input type="text"/>
		Postcode <input type="text"/>

## Important Details

I claim the Tax Free Threshold through this employer

Yes ☐ No ☐

I have an employer provided vehicle which includes personal use

Yes ☐ No ☐

I make Child Support Agreement Payments or receive Child Support Agreement income

Yes ☐ No ☐

I currently receive family tax benefits

Yes ☐ No ☐

I have a HECS / HELP Debt

Yes ☐ No ☐

## Managing your benefits:

Manage your salary packed items by opting for reimbursement on your mortgage, rent, credit cards, personal loans and more. Or through the use of a Living Expenses and/or Meal Entertainment bank card.

### 1. ☐ Reimbursement up to available cap:

#### Select your available benefits

Benefit type	Amount per pay cycle	Account holder(s)	BSB	Account number
e.g. Mortgage, Rent, Credit Card, Personal Loan	e.g. \$346.53	e.g. R A & MJ Williams	6 digits	max 9 digits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Bank Account(s) for deposit of funds

### 2. ☐ Salary Packaging Card:

I would like to apply for a Salary Packaging Card\*

☐ 

I would like to apply for a Meal Entertainment Card\*

☐ 

\* Note: card account fees apply:

Initial \$8.80 card issue / postage fee

\$1.94 per benefit item, per fortnight card provider fee

## Substantiation Required

The following documentation is required to support your registration for Salary Packaging.

Benefit type	Documentation required
Credit card	Copy of 12 months' credit card statements showing repayments
Personal loan	Copy of loan statements/schedules showing repayments
Mortgage	Copy of mortgage statement or schedules showing wkly/fntly/mthly repayment
Rent	Copy of rental agreement or letter from real estate agent/landlord



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EXPERIENCE THE EZIWAY

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## Declaration

I hereby request the Salary Packaging amount per pay be deducted from my gross salary and authorise Eziway to allocate payments in accordance with the instructions above. I will provide ongoing substantiation documents required by Eziway in accordance with ATO guidelines. Where the packaging amount has been accelerated, the amount per pay will be adjusted automatically by Eziway to ensure that the total packaging amount does not exceed the grossed up threshold. I also understand and declare that I will be liable for any Fringe Benefits Tax incurred due to providing Eziway with incorrect information.

Date

Signature

Date

Associate Signature

Where any of the above expenditure is incurred jointly with my associate, they have authorised me to receive their share of the reimbursement.

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