

Salary Packaging Application Form

Fly In – Fly Out (FIFO) Flights

Please complete all sections

Personal Information

Title: First Name:

Middle Name: Surname:

Date of Birth: Payroll Identification Number:

Payroll cycle: ☐ weekly ☐ fortnightly ☐ monthly ☐ Other

Address:

Suburb: State: Postcode:

Your contact details:

Work: Mobile: Home:

Email:

Employer Name:

Employer Address:

Suburb: State: Postcode:

Nominated Home Airport:

1

Benefit Deduction Amount - Fly-In Fly-Out Airfares

Initial Deductions

Upfront Deduction: ☐ 2 pay cycles (2 x \$500) ☐ 4 pay cycles (4 x \$250)
☐ 6 pay cycles (6 x \$166.67)

Ongoing Deduction: \$

Total (Upfront Deduction plus Ongoing Deduction): \$

A minimum balance of \$1,000 is required to activate this benefit and will need to be held in your account at all times. This Upfront Deduction will be deducted over the number of pays you nominate above (2, 4 or 6 pay cycles), and deposited into your salary packaging account to act as a 'buffer balance'. The Ongoing Deduction is the amount to be taken out per pay that will be made available to book flights. These amounts can be used from the first pay, even if you do not have your \$1,000 balance accrued yet. The *Upfront Deduction* plus your nominated *Ongoing Deduction* will form part of the initial amount taken from your pay.

You will receive any funds remaining in your account back to you via your employer's payroll if you close your Maxxia account.

Continued over →

ALL EMPLOYEES MUST COMPLETE THE DECLARATION AT THE END OF THIS FORM.

Salary Packaging Application Form

Fly In – Fly Out (FIFO) Flights

Please complete all sections

Ongoing Deductions

Amount (per pay)*: \$

Once your initial deduction period has ended, your future deductions will be updated to your Ongoing Deduction amount. This is the amount to be taken out each pay cycle that will be made available to book flights. These amounts can be used from the first pay, even if you do not have your \$1,000 balance accrued yet. You can nominate the amount you want to send to Maxxia for flights, as long as you elect enough to cover your required flights per pay cycle.

*The Amount (per pay) will be set at the Ongoing Deduction amount nominated under Initial Deductions if the field is left blank.

IMPORTANT NOTE: The purchase of Fly-In Fly-Out Airfares is available by direct payment only. Please note that your account must be in credit at all times to book flights.

2 Employee Declaration

I understand and accept the terms and conditions of my Employer's salary packaging program. In addition, I understand and confirm that:

1. I will be ineligible to claim a taxation deduction for all salary packaging payments made in relation to otherwise deductible items.
2. I will meet any cost including FBT liability arising from the implementation of my salary package.
3. I acknowledge that my Employer has recommended that I obtain financial counselling prior commencing salary packaging.
4. I undertake to retain and maintain all records in relation to any payments made by Maxxia for a period of seven (7) years. I also undertake to make these records available to Maxxia or my Employer or the Australian Taxation Office if requested.
5. I am responsible for understanding and completing all travel in alignment with my employer's fatigue management policy and guidelines.
6. I consent and acknowledge that my employer may audit my records to ensure my travel is consistent with my roster.
7. It is my responsibility to maintain a balance of \$1,000 in my Maxxia account at all times while undertaking salary packaging of my flights and Maxxia will make the required deductions to facilitate this.
8. By completing this form, I agree to Maxxia contacting me in relation to this claim and any associated matters relating to my Maxxia account, and Maxxia handling my information in accordance with its Privacy Policy.

Employee Name (print):

Sign here

Date

Continued over →

Salary Packaging Application Form

Fly In – Fly Out (FIFO) Flights

Please complete all sections

3

FIFO Declaration

I declare that I have read, understood and complied with the terms and conditions of my employer's salary packaging program. I understand that if I do not have adequate funds in my Maxxia account, Maxxia will be unable to process my booking and I will be required to use another avenue to book my flights in addition to using my own form of payment. No salary packaging/reimbursement will be able to be used.

I declare that in order to satisfy conditions for this claim to be FBT exempt, I have met the following conditions:

1. My usual place of employment is deemed by the Australian Taxation Office to be a remote area
2. I have stayed in accommodation at or near my usual place of employment, which is provided by my employer or an associate of my employer
3. I have returned to my usual primary place of residence on days off work
4. I have not and will not claim an income tax deduction for any amounts already disclaimed through fly-in-fly-out travel expenses
5. I have and will only book flights for myself that solely align with my normal work roster
6. I will only book flights for travel between my usual place of residence to my remote workplace
7. I acknowledge that I have read, understood and will comply with the instant purchase fare policy outlined on page five
8. I acknowledge that I have read, understood and will comply with the refund policy in relation to ceasing employment, outlined on page five
9. I acknowledge that I have read, understood and agree to the Maxxia and Corporate Traveller privacy information on page four.

Sign here

Date D D / M M / Y Y

Continued over →

Salary Packaging Application Form

Fly In – Fly Out (FIFO) Flights

Please complete all sections

4 Employer Declaration

For the benefit to be allowed, an authorised representative of my employer must sign the 'Employer Declaration'. If my employer does not sign the declaration, the benefit will not be made available to the employee.

☐ I declare and warrant that I am the current Authorised Representative, and I confirm in that capacity that (employee name): has met the following terms and conditions in relation to the provision of the Fly-In Fly-Out benefit.

Authorised Representative Name (print):

Authorised Representative Signature:

Sign here

Date

Position:

Corporate Traveller Important Information

Maxxia is committed to protecting the privacy and rights of its customers. Our Privacy Policy contains important information about how we collect, hold, use and disclose personal information. It explains what happens if we cannot collect your personal information, as well as how you can access and correct the personal information we hold about you, or make a complaint. Maxxia may send you promotional material, or contact you regarding its services and offers. If you do not wish to receive promotional material from us, or would like a copy of our Privacy Policy, please contact us on 1300 123 123. Our Privacy Policy is also available at maxxia.com.au/privacy-policy. Corporate Traveller collects information about you (including health information where necessary) to provide products and services to you, process your travel arrangements, facilitate your participation in the loyalty programs of airlines, conduct marketing activities and market research. See Corporate Traveller's Privacy Statement at corporatetraveller.com.au/privacy for more details.

Cross-border data flows

As per the Corporate Traveller privacy statement, Corporate Traveller may disclose your personal information to third parties. Flight Centre operates a global business, including operations in Australia, New Zealand, Canada, United States, United Kingdom, South Africa, Hong Kong, India, China, Singapore, the United Arab Emirates, Ireland, the Netherlands, Mexico, Germany, Norway, Sweden, Denmark and Finland.

Your personal information may be disclosed to our overseas related entities in connection with facilitation of your travel booking and/or to enable the performance of administrative, advisory and technical services, including the storage and processing of such information.

Continued over →

Salary Packaging Application Form

Fly In – Fly Out (FIFO) Flights

Please complete all sections

Refund policy when ceasing employment

When you cease employment you will no longer have access to the Fly-In Fly-Out benefit. This means any future flights that you have already booked will be cancelled.

Where an airline doesn't allow refunds, you can submit a refund request to Maxxia for the tax portion of the fare. The remainder of the fare cannot be refunded. Where an airline does allow refunds, the unused value will be refunded minus the airline's cancellation fees. This will be returned to your payroll to be taxed and paid as wages.

Instant purchase fare policy

When you book an instant purchase fare and do not have sufficient funds in your Maxxia account to cover the cost of the flight, Maxxia will pay the difference. Maxxia will also increase your payroll deductions for the next available pay run to recoup these funds. If for any reason Maxxia are not able to recoup the funds via your payroll, Maxxia reserves the right to recover those funds directly from you.

5

Optional - Authority for the disclosure of information

IMPORTANT INFORMATION:

Maxxia takes the utmost care to ensure that all information provided by you remains private and confidential at all times.

You can authorise other individuals (e.g. your financial adviser) to obtain information directly from Maxxia on your behalf, with respect to your salary packaging arrangements. To maintain confidentiality on your account, we require you to complete the details below authorising us to disclose salary packaging information to an authorised third party.

Details of authorised person

Full name:				☐ All staff*	
Organisation/Relationship:					
Address:					
Suburb:		State:		Postcode:	
Mobile:		Home:		Work:	
Email**:					

*Please tick this option if you would like all staff at your financial organisation to be able to contact us, otherwise only the nominated person will be able to contact us on your behalf.

**Only the registered email address can be used when contacting us.

Continued over →

Salary Packaging Application Form

Fly In – Fly Out (FIFO) Flights

Please complete all sections

Employee declaration

I authorise the person named in this authority to obtain information with respect to my salary packaging arrangements from Maxxia until further notice.

The nominated password for my authorised third party to use is*:

*Nominating a password is optional, however if a password is provided, your authorised third party will need to confirm your password when contacting us.

I understand that I am required to make any changes to this authorisation in writing. I also understand that I must advise of any adjustments to my salary packaging deductions in writing and that this authority does not allow my nominated third party to make any changes to my salary packaging account without my written approval.

Employee Name:

Sign here

Date

D D / M M / Y Y

Witness** Name:

Sign here

Date

D D / M M / Y Y

**A witness must be 18 years or older, know you personally and not be a party to this document.

How to submit this form

Please return this completed form along with a copy of your proof of address to Maxxia. Please submit one of the options below and ensure that your proof of address shows your full name and address:

- Current government issued License/Proof of Age Card
- Current Tenancy Agreement
- Utility bill issued within the last three months



Submit online:

Logon to your Maxxia online account



Submit by email:

to info@maxxia.com.au



Submit by post:

to Locked Bag 18, Collins Street East, Melbourne VIC 3000.

Continued over →

Salary Packaging Application Form Fly In – Fly Out (FIFO) Flights

Please complete all sections

DISCLAIMER:

Maxxia provides administration and referral services on behalf of employers. It does not provide any form of financial, taxation or financial product advice to employees on the relative merits of package programs or on any other basis. You should seek your own independent professional financial and taxation advice on how salary packaging programs may impact your particular financial, taxation and welfare benefit circumstances. Maxxia may pay and/or receive commissions and/or rebates in connection with some services it provides or arranges to be provided by third parties. By utilising Maxxia services, you acknowledge the payment or receipt of such commissions and rebates by Maxxia. Tax laws regarding the treatment of salary benefits may change, which could impact your financial, taxation or welfare benefit decisions.

PRIVACY STATEMENT:

Maxxia Pty Ltd ABN 39 082 449 036 (Maxxia) is part of the McMillan Shakespeare Limited Group (MMS Group) and collects your personal information from you when you apply for a product, request any information from us or become a Maxxia customer. We collect this information to provide and promote our products and services to you (including to answer any queries you may have) and we may be unable to do so if you do not provide us with any information that we request. We may also use this information for direct marketing and online targeted advertising. Your personal information may be disclosed to other entities in the MMS Group, our agents, contractors and service providers (including our web and IT administrators, mail houses, advertising service providers and advisers), some of whom may be located overseas (including The United States of America, the Republic of Ireland, India, China, Sri Lanka and the Philippines). Maxxia's Privacy Policy contains important information about how we collect, hold, use and disclose personal information, the security of your personal information, how you may access and correct your personal information, and how you can make a privacy complaint and how we will deal with such complaint. If you do not wish to receive promotional material from us, or would like a copy of our Privacy Policy, please contact us on 1300 649 515 or email us at privacy@maxxia.com.au. To view Maxxia's Privacy Policy (which is the MMS Group's Privacy Policy) please visit <https://mmsg.com.au/privacy>.

TERMS AND CONDITIONS:

Important please read before signing this form. By submitting this form, you acknowledge and agree:

1. Maxxia may charge a fee for the processing of this claim. The details of the applicable fees are contained in your Employee Information Guide or by contacting Maxxia.
2. If you do not fully complete this form including providing appropriate supporting documentation then Maxxia may contact you to request additional information/documentation and you consent to Maxxia contacting you for this purpose.
3. If we reasonably suspect you have made a false claim for reimbursement, the matter will be referred to your employer and you may be denied further participation in salary packaging.

Maxxia Pty Ltd | ABN 39 082 449 036 acts as an authorised representative on behalf of a number of Australian financial services licensees. The capacity in which we act and the financial services we are authorised to provide are set out in our Financial Services Guides at www.maxxia.com.au/insurance/novated-lease#fsgs. We act as an agent for those licensees and not for you. Regulated leasing and related services are provided by Onboard Finance Pty Ltd ABN 18 645 542 776, Australian Credit Licence no. 532668. Onboard Finance authorises Maxxia Pty Ltd ABN 39 082 449 036 (Credit Representative no. 484063) to provide credit assistance to you. Credit guide for Maxxia Pty Ltd (as credit representative of Onboard) available at https://doc.maxxia.com.au/Document/Maxxia/Credit_guide_Maxxia_Pty_Ltd.pdf.

The availability of benefits is subject to your employer's approval.
Maxxia may pay and/or receive commissions in connection with its services.