

SALARY PACKAGING AGREEMENT Corporate Uniforms

STAFF DETAILS

Name:		Staff No:	
Section:			

CORPORATE UNIFORM ORDER DETAILS

Total Cost:	\$	
Deduct from next available pay:		
<input type="checkbox"/> In one lump sum <input type="checkbox"/> At \$25.00 per fortnight for orders up to \$250.00 <input type="checkbox"/> Over 10 pay periods for orders in excess of \$250.00 <input type="checkbox"/> Other, as negotiated and approved at the time of order by Accounts Receivable Officer (for larger orders)		

PRIVACY

The personal information you provide on this form is protected by the *Privacy and Personal Information Protection Act 1998 (NSW)*. You are required to provide this information to commence the deduction as Authorised. Access to the information you provide is available to yourself, and those persons authorised to access the information in the course of their duties to the University. This form will be retained by the Division of Finance. Further details regarding access and notations to personal information are set out in the University's policy "*Access to Personal Files*".

TERMS AND CONDITIONS

- I declare that I have been provided with and read the *Guidelines for the Charles Sturt University Voluntary Salary Packaging Scheme* and have sought, or had the opportunity to seek, independent financial planning advice on the benefits (or otherwise) of my participation in the Charles Sturt University Voluntary Salary Packaging Scheme.
- I agree to comply with all of the provisions and conditions of the *Guidelines for the Charles Sturt University Voluntary Salary Packaging Scheme* as they apply to my participation in the Scheme. I acknowledge that I am responsible for payment of all fees, charges and taxes that may be incurred by me in my participation in the Scheme.
- I acknowledge and understand that Charles Sturt University expressly disclaims all and any liability and responsibility in respect of anything done or omitted to be done (or the consequences thereof) by myself in reliance upon the whole or any part of the information provided by Charles Sturt University in regard to my participation in the Charles Sturt University Voluntary Salary Packaging Scheme.
- If I leave employment with CSU within the term of the agreement, CSU is authorised to re-coup all outstanding amounts from my post tax salary.

SIGNATURE AND AUTHORISATION

Staff Member:		Date:	
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FINANCIAL SERVICES USE ONLY

Order Number:		Instal Plan No:		Banner Entry Date:	
Employee Status Confirmed:		Code:	5UNIF	Entered By:	
				Date:	