

## Salary Packaging Portable Electronic Devices Frequently Asked Questions

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### ***Am I eligible to salary package?***

Participation in salary packaging is voluntary. All permanent and fixed term employee appointments greater than 12 months can participate. Casual contracted employees are not eligible to participate in the scheme.

We strongly recommend you read our Salary Packaging Guidelines and seek independent financial advice from a licensed Financial Advisor before proceeding. Our Salary Packaging Guidelines can be found at the following link:

<http://finance.csu.edu.au/guides-manuals/Salary-Packaging-Guidelines.pdf>

### ***What is an eligible Portable Electronic Device (PED)?***

PEDs are primarily battery powered portable devices. Eligible PEDs are laptops, tablets and smart phones that you have purchased primarily for work purposes. Desk top computers are not eligible.

### ***Do I have to purchase device outright?***

Yes, the device is required to be purchased outright. Smart phones or any other PEDs purchased on a plan are excluded from our salary packaging guidelines.

### ***Does the receipt have to be in my name?***

Yes, to be eligible the PED must be purchased primarily for work purposes with the invoice/receipt in your name. The receipt should also be in the current Fringe Benefits Tax (FBT) year.

### ***What is the Fringe Benefits Tax (FBT) year?***

FBT is a tax payable by the employer. The FBT year runs from 1 April to 31 March each year. PEDs purchased primarily for work purposes are exempt from FBT.

### ***Can I salary package more than one PED in a FBT year?***

You can package one item of identical function per FBT year.

### ***How will salary packaging a device affect my pay?***

The cost of the device is deducted from your taxable income. The saving to you is a reduction in taxation withheld.

## ***What form do I need to complete?***

A salary packaging agreement authority for Portable Electronic Devices is required. The agreement authority includes your declaration stating the PED is purchased primarily for work purposes. Please download our agreement authority at the following link:

[https://finance.csu.edu.au/forms/authority\\_salary\\_packaging\\_electronic\\_portable\\_device.pdf](https://finance.csu.edu.au/forms/authority_salary_packaging_electronic_portable_device.pdf)

Please remember to attach your invoice and receipt before returning your completed form to [payroll@csu.edu.au](mailto:payroll@csu.edu.au).

## ***More Questions?***

We have tried to address most commonly asked questions however if you still require further information please email [payroll@csu.edu.au](mailto:payroll@csu.edu.au).

Please note – our staff are not licensed to provide financial advice. Please contact a Financial Advisor for guidance to enable you to make an informed decision.

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