

**Salary Packaging Agreement and  
Authority  
Relocation Temporary Accommodation  
(Rent)**

**STAFF DETAILS**

Name \_\_\_\_\_ Staff No. \_\_\_\_\_

Section \_\_\_\_\_

I wish to salary package **TEMPORARY ACCOMMODATION** for relocation to a new locality as a result of employment with CSU.

▫ Temporary accommodation at new location (fortnightly rent amount) \$ \_\_\_\_\_

Complete Temporary Accommodation declaration

Attach copy of lease agreement showing rent amount

**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 person authorised to access the information in the course of their duties to the University. This form will be retained by the Division of Financial Services. Further details regarding access and notations to personal 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.
- I declare that the expense is incurred in my name and is wholly or partly in conjunction with my employment at Charles Sturt University.
- I declare that I have not received any form of reimbursement from the University for these expenses (ie as part of relocation expenses paid by Human Resources)
- I have relocated solely to commence employment with CSU.
- In the event of any Fringe Benefit Tax liability or penalties incurred by the University as a result of this salary sacrifice arrangement I agree to reimburse the University the full cost of these charges.

Staff Member \_\_\_\_\_ Date \_\_\_\_\_

**(FINANCIAL SERVICES USE ONLY)**

Rent Agreement Attached  In Staff Members Name

**Salary Package (5RELO)** \$ \_\_\_\_\_ Entered \_\_\_\_\_

**Reimburse (6REIM)** \$ - \_\_\_\_\_ Entered \_\_\_\_\_

Temporary accommodation Declaration

Section A

I \_\_\_\_\_ (name) declare that for the purpose of commencing employment with \_\_\_ Charles Sturt University \_\_\_\_\_ (name of employer) at \_\_\_\_\_ (locality/address of employer) I commenced sustained efforts to acquire a long term place of residence on (Start date of employment) \_\_\_\_\_ 20\_\_; and

➔ Complete either section B or section C, whichever is applicable, where a period in excess of four months has elapsed since the search commenced.

Section B

If the employee did not have a proprietary interest in their former residence:

Where the unit of accommodation is occupied on a date subsequent to completion of the initial four-month search period but prior to six months after commencement of the initial search period

- I entered into a contract to permanently occupy a unit of accommodation on (date) \_\_\_\_\_ 20\_\_; and commenced occupation (on a date subsequent to the completion of the initial four-month search period but prior to six months after the commencement of the initial search period) of the unit of accommodation on (date) \_\_\_\_\_ 20\_\_; or

Where the employee is unable to locate a suitable permanent unit of accommodation after six months from the commencement of the initial search period

- As at \_\_\_\_\_ 20\_\_ (date six months from the commencement of the initial search period) despite sustained efforts, I have been unable to locate a suitable permanent unit of accommodation; or
I have been unable to locate a suitable permanent unit of accommodation.

Section C

If the employee held a proprietary interest in their former residence:

I entered into a contract to sell my former residence on \_\_\_\_\_ 20\_\_ (date within six months of the commencement of the initial search period) and;

Either (indicate whichever is appropriate):

- commenced occupation of a unit of accommodation on (date) \_\_\_\_\_ 20\_\_ which I intend to occupy as my new long-term residence; or
despite sustained efforts, I have been unable to locate suitable long-term accommodation within a period of 12 months from when my initial search commenced.

Section D

Temporary accommodation at \_\_\_\_\_ (address) was required for the period (date) \_\_\_\_\_ 20\_\_ to (date) \_\_\_\_\_ 20\_\_ solely because I was required to change my usual place of residence in order to perform the duties of my employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_