



MTC SALARY PACKAGING FORM

This form is to be used by an employee to advise Melbourne Theatre Company and Human Resources of an intention to salary package MTC subscriptions

Employee Information

Employee Number _____ Name _____
E-Mail Address _____ Bus Phone _____

MTC Subscription Details

Were you a subscriber in 2009? Yes No If yes, Subscriber No. _____
Total cost of subscription as per booking form \$ _____

Payment

Salary Packaging Amount (please tick your option)

- Please deduct the packaged cost equally over the next four pays *or*
 Please deduct the total packaged cost from my next pay

Any additional amount above your Salary Packaging Amount (please tick your option)

- Please deduct the additional amount out of my post-tax salary. I understand that I will pay a \$10 processing fee for this option. (NB this will be done in one or four instalments depending upon your answer to the Salary Packaging Amount question above) *or*
 Please deduct the additional amount from my nominated credit card. Please ensure you have provided your credit card details on the MTC Booking form.
 Please deduct the additional amount from my credit card in 4 equal instalments (one immediately and then 15 Jan, 15 Apr, 15 Jun 2010). I understand that I will pay a \$13 processing fee for this option. Please ensure you have provided your credit card details on the MTC Booking form.

Taxation Rules

MTC subscriptions are an "in-house benefit". The tax rules allow employees to package "in-house benefits" to the value of \$1,332 per FBT tax year. Whilst you can purchase as many tickets as you like, you can only salary package up to the value of \$1,332, or a lesser amount if you have already packaged other in-house benefits. MTC in conjunction with HR will determine the amount you can salary package and any amount above this will need to be paid either by your nominated credit card or out of your salary as a post-tax deduction (this will be subject to a \$10 processing fee).

Approval

I authorise the University of Melbourne to inform MTC of the value of any in-house benefits I have packaged and to pay MTC the packaged amount on my behalf. I understand that my gross salary will be reduced by the salary-packaged amount. I agree that any amounts outstanding on termination of my employment may be deducted from any final monies owed.

Employee Signature: _____ Date: _____

Human Resources and MTC use only

Amount that can be salary packaged \$ _____

MTC Approved: _____ Date: _____ HR Processed by: _____ Date: _____