

1 My details

Full name

RemServ ID Phone number Date of birth

Address

Work address

Email

2 I would like RemServ to:

- Amend my bus travel pattern from my next available pay; or
- Amend my bus travel pattern at the next available pay after date
- Suspend my bus travel contributions until further notice
- Cease the Bus Travel Benefit and return funds to my RemServ account
- Reactivate my bus travel

3 My new bus travel details are:

Please set my new benefit contributions to the amount listed below.

Benefit contribution amount

Refer to the table below for suggested benefit contribution amounts, based on individual travel patterns.

Casual commuter (1-6 journeys per week)		
Zones travelled	Fare	Fortnightly benefit amount
1	\$3.45	\$40.00
2	\$4.21	\$50.00
3	\$6.44	\$75.00
4	\$8.47	\$100.00

Frequent commuter (6-10 journeys per week)		
Zones travelled	Fare	Fortnightly benefit amount
1	\$3.45	\$60.00
2	\$4.21	\$75.00
3	\$6.44	\$110.00
4	\$8.47	\$150.00

To check which zone applies to you, visit translink.com.au.

Continued over

3

My new bus travel details are: (continued)



What happens now?

We will re-set your salary packaging contributions to cover the cost of your regular travel based on the amount you listed above.

4

Employee declaration

I (full name)

employed by

understand that:

- (1) I will be issued with a single 'Go Bus Travel Benefit' card (**Card**), which is the only way I can salary package my bus travel (**Bus Benefit**). I will take reasonable care of my Card;
- (2) To be eligible to receive the Fringe Benefits Tax exemption associated with the Bus benefit, I must only use my Card for travel between my place of residence and place of employment on the TransLink bus network. I must notify RemServ immediately if my travel patterns change;
- (3) I am liable for all fares, fees and charges applicable to the use of my Card as outlined on Translink's website (including the fares, fees and charges for a Card that is lost or stolen except after TransLink has been notified of such loss or theft);
- (4) The only way to add funds to my Card is through my salary packaging account and any change to the bus fares will be automatically adjusted as part of my salary packaging arrangement;
- (5) My Card cannot be used by any person other than myself and cannot be used for any other mode of transport;
- (6) All invalid or unauthorised travel must be re-paid in post-tax dollars;
- (7) My 'Go Bus Travel Benefit' card cannot go into a negative balance and can only be used when the card has a positive balance;
- (8) My card may be suspended or cancelled if I do not have sufficient funds in my salary packaging account, if my Card has been misused or if I am on leave of absence;
- (9) If I fail to properly touch on at the start of my travel or touch off at the end of my travel, the correct fare cannot be calculated and a fixed amount will be deducted from my Card and I forfeit any right to have the value on my Card adjusted to reflect the correct fare for the journey;
- (10) If my Card is lost, stolen or I have not used the Card for 5 years (or such other period set by TransLink), I must immediately notify RemServ and TransLink. Upon notification, TransLink may close or cancel my Card and RemServ will arrange with TransLink for any balance remaining on my Card to be refunded subject to clause (3) above;
- (11) I understand that I am unable to reverse the payment of any funds placed on my Card unless my Card is cancelled and any remaining balance is refunded by TransLink;
- (12) TransLink makes no representation or warranty regarding any tax benefits or consequences in relation to the use of the Bus Travel Benefit Scheme;
- (13) Department of Transport and Main Roads is not responsible for obtaining or ensuring compliance with any tax ruling or any fringe benefit tax exemption in relation to travel with my Card; and
- (14) Department of Transport and Main Roads may, but is not obliged to, modify or restrict the operation of the Card to comply or ensure that I comply with any tax ruling or other requirement.

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Waiver of Liability

I acknowledge and agree that RemServ is not liable, for any amounts once paid to Department of Transport and Main Roads for the purpose of adding monetary value to the smart-cards.

Privacy Acknowledgement & Consent

I acknowledge that RemServ will handle my personal information in accordance with its Privacy Policy (a copy of which can be obtained at <http://www.remserv.com.au/privacy-policy>). I understand that RemServ may disclose my Personal Information to service providers (including TransLink). I agree that TransLink may use my personal information to provide and administer the Card and bus travel.

**Checklist**

- I have confirmed the amount I would like to package for my work related bus travel.
- I have read and signed the declaration.

Sign here**Date** D D M M Y Y Y Y**How to submit this form and substantiation**

Please submit this form by email to remserv@remserv.com.au.

Privacy Notice

Remuneration Services (Qld) Pty Ltd (RemServ) is collecting your personal information on this form for the purpose of processing your salary packaging arrangements. RemServ will pass your personal information on to your payroll section as part of the administration of your salary packaging arrangements. RemServ may give your personal information to other persons, bodies or agencies without your consent, in circumstances where legislation requires or authorises the disclosure.