



# AGREEMENT TO SALARY SACRIFICE ONE-OFF PAYMENTS (PRE-APPROVAL)

## Section 1: EMPLOYEE DETAILS

Employee ID ( <i>essential</i> )	
Family Name	
Given Names	
Email Address	
Contact Number	

## IMPORTANT INFORMATION

Under ATO Tax Ruling TR2001/10 earnings are only eligible to be salary sacrificed if an agreement exists between the employer and the employee prior to the employee earning the income.

This application allows you to enter an agreement with UniSA to salary sacrifice future one-off payments to either superannuation, WorkPlace Giving, or other such arrangement, provided you have not commenced earning prior to this form being received and processed.

As you will not know what the value of any future one-off payments will be until the time that they fall due, you will need to submit a request to payrollservices@unisa.edu.au. This will need to be repeated for each one-off payment.

You can revoke this election at any time by submitting a written request to payrollservices@unisa.edu.au.

The University cannot provide advice about the impact, value, benefits or appropriateness of directing your payment, or a portion of, to your superannuation or WorkPlace Giving arrangement. If you require assistance, we recommend that you speak to your financial adviser, tax accountant or superannuation fund.

Should you have any queries about your arrangements, please email payrollservices@unisa.edu.au.

## Agreement

By signing this form I am requesting to enter a salary sacrifice agreement for future on-off payments that I may receive from UniSA.

Signature

Date

### OFFICE USE ONLY

Application Rec'd		Application Processed	
Processed By		Checked By	