

# Self Education Expenses Declaration.

## INSTRUCTIONS

Please complete and sign this form in order for this expense payment to be made. Without this declaration you will be liable for the Fringe Benefits Tax (FBT) on the amount Paywise pay towards this benefit. Should you require any additional information please contact Paywise on 1300 132 532.

I \_\_\_\_\_ declare that  
(Full Name)

Self Education Expenses were provided to me by or on behalf of my employer:

\_\_\_\_\_  
(Name of the Employer)

during the current FBT year from 1 April to 31 March and the expense was incurred by me for the following purpose(s):

\_\_\_\_\_  
*(Please provide information to demonstrate that the expenses were incurred in earning assessable income).*

I declare that the percentage of those expenses incurred in earning my assessable income was 100% (If this is not 100%, FBT will be charged).

I declare that the payments made on my behalf for the Self Education Expenses comply with the relevant rules as defined under the benefit's requirements. I will inform Paywise if these payments no longer meet the specific requirements.

### Self Education Requirements:

- Self Education includes courses undertaken at an educational institution, attendance at work related seminars or conferences, self paced learning and study tours (overseas or within Australia). Only where there is a direct connection between the course undertaken and my current role can I make a claim.
- Does not include reimbursement or payments for Higher Education Contribution Scheme (HECS/HELP) amounts or depreciable items.

## Declaration

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

Date:        /        /