

# Meal Entertainment.



Everyone loves a lifestyle of eating at restaurants and café's in a relaxed atmosphere.

The Paywise Meal and Entertainment benefit allows you to enjoy these benefits and have the lifestyle you love by saving you money using your pre-tax salary.

Meal Entertainment makes your dining experience that much more remarkable.

## What you need to know...

In addition to your living expenses of \$15,900 your employer allows you to package Meal Entertainment with the following conditions:

Using the Paywise card, means you do not have to retain invoices and all expenditure on the card is tax compliant.

- An annual limit of \$2,650 per Fringe Benefits Tax year (1 April to 31 March).
- Purchases can be by way of a Paywise card or via reimbursement (not both)
- Employees must retain, and produce on request to Paywise or employer, the restaurant receipts or tax invoices which must be in English and clearly identify the meals purchased. The Paywise card transactions will be audited.
- Meals must be for two or more persons, substantial (i.e. not snacks), and the total purchase must be for at least \$15.
- Catering for a function can be included provided a tax invoice for the meal and drinks consumed are provided. Venue hire in these circumstances can also be included.
- Drinks only cannot be included.

## What to do next...

If you would like a Paywise card

### Step 1

Contact Paywise to commence application process.

### Step 2

Paywise will provide access to online application.

### Step 3

Access the Terms and Conditions.

### Step 4

Once you receive the card, activate the Paywise card following instructions provided.

## Alternatively...

If you would like to do the Reimbursement Method

### Step 1

Contact Paywise to add the Meal Entertainment benefit to your packaging

### Step 2

Complete the Reimbursement Claim form overleaf and submit it with your itemised tax invoices.

# Payment/Reimbursement Claim Form.

## PERSONAL DETAILS

Account number \_\_\_\_\_ Home phone \_\_\_\_\_  
First name \_\_\_\_\_ Work phone \_\_\_\_\_  
Surname \_\_\_\_\_ Mobile \_\_\_\_\_  
Employer \_\_\_\_\_ Email \_\_\_\_\_

## CLAIM DETAILS

You can only claim one benefit per form. If you wish to claim for additional benefits please complete a separate reimbursement claim form. Claims made for multiple benefits will not be processed.

I would like to make a claim for \_\_\_\_\_

## REIMBURSEMENT DETAILS (Paywise to reimburse this benefit to my reimbursement account)

I have previously provided my reimbursement account details to Paywise.  
 My reimbursement account details are: BSB - Account number   
 I wish to change my reimbursement account details to: BSB - Account number

## PAYWISE TO PAY THIS BENEFIT DIRECT TO THE SUPPLIER

**Electronic Funds Transfer (EFT)**  **BPay**  
Supplier name \_\_\_\_\_ Biller Code \_\_\_\_\_  
Reference \_\_\_\_\_ BPay Reference \_\_\_\_\_  
Bank name \_\_\_\_\_ Biller Name \_\_\_\_\_  
BSB - Account number

Please contact Paywise if cheque payment is required.

## DECLARATION

Please read and sign the declaration below.

I hereby declare that the attached tax invoices/receipts are for eligible salary packaging expenses as allowed by my employer. These expenses have not been claimed elsewhere. To substantiate my claim, I have attached the appropriate tax invoices and receipts to this form. I declare that these expenses were provided to me on behalf of my employer and were 100% attributable to my assessable income where applicable. I understand that full payment cannot be made by Paywise if there are insufficient funds in my account at the specified payment date.

Please enter the TOTAL value of the receipts attached to this claim relating to the benefit above. \$ \_\_\_\_\_  
(Including GST)

I have supplied the appropriate tax invoice/s and receipt/s for this claim, please pay/reimburse accordingly.

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

## Contact us using the following details:

CALL US ON: 1300 132 532      EMAIL US AT: [newmembers@paywise.com.au](mailto:newmembers@paywise.com.au)      FIND OUT MORE AT: [www.paywise.com.au](http://www.paywise.com.au)

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