

PORTABLE ELECTRONIC DEVICES *Factsheet*

Definition

The laptop/notebook computer is defined as a portable device, with the ability to function without mains power.

The tablet/iPad is a similar device sharing common functionality, but viewed as a different item.

The laptop, tablet or iPad must be primarily for work purposes in order to be salary packaged.

Benefit Includes

Only one laptop or notebook can be claimed per FBT year.

Only one tablet or iPad can be claimed per FBT year.

If the purchase and the benefit payments extend over 2 FBT years, you cannot claim again within either FBT year.

An authorized agent from your organisation must sign the claim form to confirm that the portable device is deemed primarily for work purposes.

The portable electronic device can be new or second hand, however it must have a valid tax invoice.

Preloaded software, included in the purchase invoice can be claimed.

A printer which is invoiced with the portable electronic device can be claimed.

Benefit Does Not Include

Any portable device that has the functionality to be used as a phone does not qualify for the portable electronic device benefit as it is deemed to be a phone.

Any software or printer purchased and invoiced separately.

Any other computer hardware i.e. briefcase, keyboard or mouse to support the portable device



PORTABLE ELECTRONIC DEVICES

Factsheet (Continued)

Evidence Required

A copy of the original tax invoice must show proof of payment (keep original tax invoice for insurance purposes).

The claim form must be signed by the authorised representative within your organisation as not all employers make this benefit available to their employees.

If the claim form is not signed by the authorised signatory your claim will not be processed.

Claim Procedure

1. Download the Portable Electronic Device Claim Form from Salary Options website (see link below)
2. Complete Form as requested:
 - Calculate the total amount of your claim
 - Include bank account details
 - Have the form signed by the authorised representative at your organisation
 - Attach a **copy** of the invoice to the Claim Form
3. Sign declaration and post, fax or scan/email to Salary Options (you must keep the original invoice)

Declaration

The declaration is necessary to confirm that the claimant acknowledges the compliance requirements of the benefit.

If you do not sign the declaration or fail to complete the form, your claim will not be processed, it will be returned to you for completion.

Website Links

www.salaryoptions.com.au/salaryOptions/notebook_laptop_claim_form/