

# Is your new role a permanent transfer from one LHD to another?



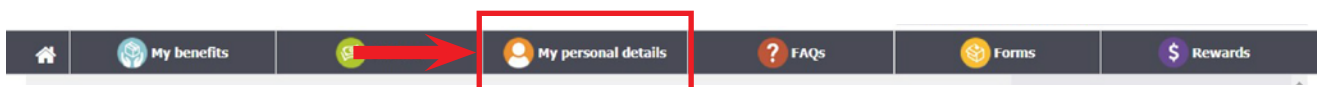
If you are currently salary packaging with Smartsalary, and your new LHD also offers salary packaging with Smartsalary, follow the below steps to change your LHD.

You cannot change your LHD if:

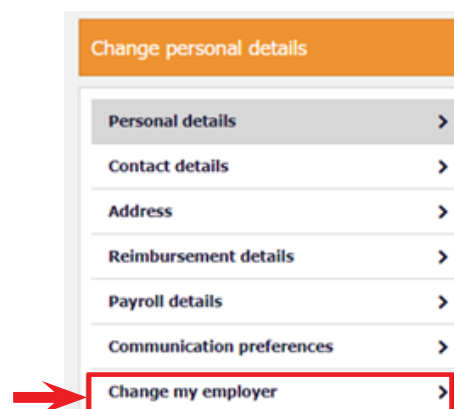
- > You are on rotation and not permanently transferring, or if your payslip is not issued by your new LHD.
- > You are transferring back to an LHD you previously worked for, and salary packaged with Smartsalary. To change your LHD, you will need to contact customer support.
- > You are not already salary packaging with Smartsalary.

## To see how, follow the steps below

- Log into your Smartsalary account
- From the top menu bar, select 'My personal details'



- From the left menu, select 'Change my employer'



- Enter your employer and select from the drop-down list (might need scroll through the list), fill in the details of your new position and attach a copy of a payslip from your new Employer.

If your new employer's name does not appear in this list, please contact call **1300 476 278** as your employer may not be applicable for online transfer.

New employer \*

Email \*

Secondary email

Employment start date \*

Employment status \*

Salary \*

Paygroup \*

Payroll number \*

**Upload your payslip \***

You can upload up to 10 megabytes. File formats are: PDF, JPG/JPEG, BMP, TIF/TIFF, PNG or GIF. Your payroll details are required to ensure we are making deductions for you correctly. If any of this information is incorrect, we will not receive deductions from your employer until it is amended, which will delay your salary packaging.

Space used: 0 of 10MB

**+ Attach payslip/contract**

# Is your new role a permanent transfer from one LHD to another?

- Select the current benefits you wish to transfer and add additional benefits that your new employer offers

**Current benefits you wish to transfer:**

☒ Mortgage payments

**Your new employer offers additional benefits**

To maximise your tax savings, select the additional benefits you want to salary package.

☐ Living Away From Home Allowance

☐ Relocation Expenses

☐ Vehicle Leasing

☐ EML Living Expenses Card

☐ EML Meal Entertainment Card

**Cancel** **Next**

- If applicable, enter the cease date to end your packaging under your current employer

You've nominated to change your package to an employer related to your existing one. Based on your employer's rules, you can't package at two related employers at the same time.

As a part of the change to your new employer, we'll cease your salary package at your existing employer.

**Benefit end date \***

DD/MM/YYYY

**Have you worked for another NSW Local Health District in the current FBT year (1 April – 31 March)? \***

☐ Yes

☒ No

Name of previous LHD

**Back** **Next**

- Read through and accept the 'Employee Declaration' and 'Salary Packaging Terms and Conditions' and select 'Submit'

By checking the boxes below, I confirm that I have read, understood and agree to the:

☒ **Employee Declaration**

☒ **Salary Packaging Terms and Conditions**

**Back** **Submit**