

Direct Salary Packaging
PO Box 1829
Traralgon, VIC, 3844



DSP Reimbursement Form

Name		Employer	
Dept		Rego No.	

Please make the following **Reimbursements**:

Date	Description	Amount
		\$
		\$
		\$

Total \$

Note: (i) **Tax Invoices(s)** must be attached to this form. Credit Card dockets are not accepted.
(ii) Reimbursements will be made by EFT transfer to your nominated bank account.
Please fill in your account details below.

BSB		A/C No.	
SIGNATURE:			
DATE:			

Mail To: Direct Salary Packaging together with Tax Invoices

Your package entitles you to make four (4) reimbursement claims per year. If you choose to lodge more than four (4) claims then a \$15.00 fee will be charged to your account.

Personal Information Policy

Direct Salary Packaging Pty Ltd (DSP) confirms it understands and conforms to the legislation contained in The Privacy Amendment (Private Sector) Act 2000.

The personal information collected from each of our clients will be used for the purpose of providing our clients with vehicle finance, vehicle operating services and insurance products. It will not be used for any secondary purpose without our client's consent. DSP will not disclose any client's personal information to others, publish personal information through any medium or allow any third parties access to personal information.

DSP will take all reasonable precautions to protect our client's personal information from misuse, loss, unauthorised access, modification or disclosure. Any matters or concerns any client may have relating to the personal information provided should be directed to the Chief Executive Officer of Direct Salary Packaging Pty.

DSP staff have attended Privacy Awareness Training and fully understand their responsibilities regarding their access to personal information.