



This form is to be used by staff to request or change Salary Packaging details for Sports Centre membership.

The conditions for these benefits and further details regarding salary packaging can be located at:
<https://staff.unimelb.edu.au/human-resources/salary-benefits-leave/salary-packaging>

All fields and sections marked with an asterisk (*) are mandatory.

It is recommended that staff seek independent financial advice before salary packaging.

Once this form has been completed it must be printed, signed and sent to the relevant provider or area for initial approval and processing. Once approved, the relevant provider or area will advise payroll to complete processing.

Enquiries regarding this form can be made to HR Assist (extension 54000, option 1.1).

1. EMPLOYEE INFORMATION*

Employee No.		Email Address	
Family Name		Given Names	
Organisation Unit		Contact No#	

2. REQUEST TO PACKAGE SPORTS CENTRE MEMBERSHIP

Please return this form to the Sports Centre (memberships@musport.org) with your membership application form. The Sports Centre will then send this form to payroll-forms@unimelb.edu.au once they have processed your membership.

<input type="checkbox"/> Commence Packaging	<input type="checkbox"/> Cease Packaging	Date of Effect
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3. EMPLOYEE APPROVAL

I authorise the University of Melbourne to pay the fees associated with the above items on my behalf and I understand that my gross salary will be reduced by the associated costs.

Signature		Date	
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PRIVACY INFORMATION

Information collected on this form will become part of your employment record.

It will be stored securely and only used or released in accordance with the University's privacy policy which is available from www.unimelb.edu.au/unisec/privacy.