Personal Loan Declaration

AccessPay

Complete this form when you are salary packaging a loan which is not administered by a financial institution, e.g. money loaned from a friend or relative.

Section 1: Personal details

First name		Last name	
Date of birth		Phone number	
Employer name		Package ID	
Residential address			
Suburb		State	Postcode

Section 2: Loan details

Name of lender		Date loan was advanced	XX/XX/XXXX
Total loan amount	$	Current amount owing	$
To be paid at a rate of	$	Per: ◯ Week ◯ Fortnight ◯ Month	

Account details where funds are to be deposited

BSB number		Account number	
Account name		Any other reference no.	

◯ Direct **OR** ◯ Reimbursement. For a reimbursement, I have attached proof of payment to this form: ◯ Yes ◯ No

Section 3: Declaration

I (name of employee)

understand that my salary packaging loan payment will end when the current amount owing has been paid in full. If I am requesting the payment amount be reimbursed to me and not paid directly to the lender, I have supplied at least two proofs of payment with this form. I understand I cannot claim for more than the total loan amount and that I have not and will not claim this amount from a third party.

I (name of lender)

declare that the above loan was provided by me to the employee outlined in section 1 and will be repaid to me within the stated timeframe. I also declare the information reflected on this form is true and correct.

Employee signature		Lender signature	
Date	XX/XX/XXXX	Date	XX/XX/XXXX