

THIRD PARTY AUTHORISATION FORM

This form must be completed where you wish to authorise a third party (eg. spouse or financial adviser) to have access to your salary package details, request documentation on your behalf and discuss with Southgate any aspect of your salary packaging arrangement managed by Southgate Salary Packaging Services.

Authorised third parties CANNOT make any alterations to your salary package and CANNOT sign any forms or declarations on your behalf. You are not obliged to authorise a third party; however Southgate, cannot discuss your salary packaging arrangement with any person other than yourself, your employer and any third party you have authorised using this form.

Please complete this form in BLOCK letters only.

EMPLOYEE DETAILS				
Title			Date of Birth	
Given Name			Surname	
Residential Address				
Suburb		State		Postcode
Employer				

THIRD PARTY DETAILS (Authorised Person 1)				
Title			Relationship	
Given Name			Surname	
Residential Address				
Suburb		State		Postcode
Phone (Home)			Phone (Work / Mobile)	

THIRD PARTY DETAILS (Authorised Person 2)				
Title			Relationship	
Given Name			Surname	
Residential Address				
Suburb		State		Postcode
Phone (Home)			Phone (Work / Mobile)	

EMPLOYEE DECLARATION	
I authorise the person(s) named above to liaise with Southgate on my behalf, in regards to my salary packaging arrangement and I authorise Southgate Salary Packaging Services to disclose all relevant salary packaging information to the person(s) named above.	
Employee Signature	
Date	

RETURN YOUR COMPLETED THIRD PARTY AUTHORISATION FORM TO:

Southgate Salary Packaging Services
PO Box 183, South Melbourne, VIC 3205

OR

Fax: 1300 500 150