

Novated Lease Cessation



Novated Lease Cessation Information

Employee Name

Employer Name

Home address

Suburb

State

Postcode

Mobile

Rego No

Email

By completing this form, I confirm that I wish to cease my current Novated Lease Salary Package arrangement effective from the / / 2016.

After the reconciliation of my account, if any credit remains, I instruct Simplygreen Salary Packaging to:

- Return any balance to my Employer, to be processed by Payroll as taxable income
- Retain the balance and use it for any expenses incurred on my re-lease / new novated lease salary package

FBT Odometer Reading Information

(MUST be completed for Fringe Benefit Tax purposes)

Odometer reading as at Termination / Disposal / Transfer Date

KMS

Substantiated vehicle running costs paid personally & not reimbursed to Cessation date

\$

Days out of use* for period held (1st April to Cessation Date)

DAYS

Insurance and Registration Information

- I understand that it is my responsibility to ensure that my vehicle remains registered and insured at all times
- I instruct Simplygreen to cancel my Allianz insurance policy as at the / / 2016
- I instruct Simplygreen to keep my Allianz Insurance policy active and I accept ongoing monthly instalments to be debited from my nominated credit card as below
- I authorise Simplygreen to forward my credit card details to Allianz in order to continue my Insurance cover. I understand that I may contact Allianz at any time to cancel my policy or make policy amendments

My credit card details are:

Credit Card Number

Expiry Date

phone
1300 664 323

fax
03 9249 9600

email
support@simplygreen.com.au

web
simplygreen.com.au

Declaration

I, _____ declare that:

- The information I have provided is true and correct.
- Any unreimbursed costs including registration, insurance, repairs, maintenance, fuel & oil (no other expenses) & supporting documentation has been attached for substantiation.
- Any Days Out of Use have been noted above and substantiating documentation has been attached.

Employee Signature

Date

Important Information

- The definition of “Days Out Of Use”, is the number of days the vehicle is not available for private use. For example, “not available” includes where a vehicle is in a workshop for major repairs for an entire day and is either not dropped off or collected that day. A car left at the airport is still considered to be available for use.
- All regular lease payments will be closed and fuel cards will be deactivated. Please destroy your card effective the Cessation Date.
- Reconciliation of your account may take up to 60 days, which ensures all payments and charges have been paid accordingly.
- If paying out your lease, please DO NOT send residual payments to Simplygreen Salary Packaging, ALL payments must be sent to your Financier.
- Any payout figures or arrangements to take over your lease payments MUST be made directly with the Financier.

Return Completed Form to:

Email:

support@simplygreen.com.au

Fax:

03 9249 9600

Mail:

Simplygreen Salary Packaging
832 High Street
Kew East VIC 3102

phone
1300 664 323

fax
03 9249 9600

email
support@simplygreen.com.au

web
simplygreen.com.au