

# Novated Lease Cessation Notification



## Novated Lease Cessation Information

Employee Name		Employer Name	
Home address			
Suburb	State	Postcode	
Mobile	AH	BH	
Email			
Registration No			

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

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 (1 <sup>st</sup> April to Cessation Date)	DAYS	

## Declaration

- I, \_\_\_\_\_ declare that:
- The odometer reading 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 30 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.

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