

Termination Advice Form

You are required to complete this form if you intend to terminate your novated lease or your employment has ceased. Please complete all sections of this advice form on the lease end date and email to: customercare@salarymasters.com.au as soon as possible. This will enable us to reconcile your vehicle account. If you have any outstanding claims for reimbursement, these must be submitted with this termination advice form. Once you have supplied your end date and closing odometer reading, no further expenditure can be accepted by SalaryMasters.

Your Details			
First Name <i>(incl middle name if applicable)</i>		Preferred Name <i>(if applicable)</i>	
Last Name			
Contact Number			
Email Address		Employer	
Vehicle Make/Model		Registration No.	

Lease Termination Details

Termination Date: ____ / ____ / ____ Reason for Termination (please tick the appropriate box below):

- Lease due to expire
- Termination of employment
- Other: _____

Vehicle Odometer Declaration

I declare that the odometer reading of the aforementioned vehicle is _____ kilometers. This is effective as of ____ / ____ / ____ which is the end date of my novated lease.

Upon termination of this lease, the employer is responsible for ensuring the required amount of post-tax has been deducted to negate the FBT liability.

Name: _____ Signature: _____

Fuel Cards and Insurance

You must not use any fuel cards once your novated lease has been terminated. The card/s will be cancelled on your termination day. Please destroy your card/s after this time.

If your comprehensive insurance has been provided under the SalaryMasters corporate policy, cover will cease on your termination date. It is your responsibility to arrange alternative cover once your lease has been terminated.

Future Lease Payments

- I will pay out my lease/residual value effective: ____ / ____ / ____
- Vehicle returned to Pickles Auctions on: ____ / ____ / ____
- I would like to continue my lease payments in a de-novated arrangement on: ____ / ____ / ____
- I would like to transfer my novated lease to my new employer on: ____ / ____ / ____

New Employer Name _____