

## Days Unavailable Declaration Form

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

There are two instances where a vehicle can be regarded as 'not available for private use'. They are:

1. If you have been away on a business trip, or taken a leave period, where the vehicle and keys were stored at your place of work.
2. The vehicle was having repairs completed, and it was in the hands of a garage for more than 24 hours. (This does not include a routine service).

**You can only claim days unavailable if you do not have custody or control of the vehicle for a full 24 hour period.**

Date From	/ /	Date To	/ /
Explanation			

Driver Declaration
<p>Number of full days during the FBT year, 1 April to 31 March that the vehicle was unavailable for private use:</p> <p>_____ full days</p>
<p>Having made this declaration I acknowledge that I have read and understood my Employer's Novated Lease Policy as it relates to claiming days unavailable.</p> <p>Signature: _____ Date: _____ / /</p>

Employer Authorisation
<p>To be signed by a person who has the proper authority to verify days unavailable on behalf of the company.</p>
Name: _____
Title: _____
Signature: _____ Date: _____ / /

**SalaryMasters will only accept Days Unavailable Declarations that have been authorised by your Employer.**