

# 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 return to SalaryMasters 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. Please email [customercare@salarymasters.com.au](mailto:customercare@salarymasters.com.au).

Personal Details			
Full Name		Employer	
Vehicle Registration		Vehicle Make/Model	
Contract Number		Mobile Number	
Email address			

## Lease Termination Details

Termination Date: \_\_\_\_\_ Reason for Termination (please tick the appropriate box):

- 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.

Please note that failure to provide your odometer reading will mean that FBT is calculated at the highest statutory rate. 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: \_\_\_\_\_