

Novated Lease Cessation Form



My Employer is:

Payroll Number: **RemServ ID Number:**

First Name: **Last Name:**

Date of Birth: **Phone Number :**

Email address:

Financier:

GPO BOX 424
BRISBANE, QLD 4001
Australia

Fleet Enquiries:
1300 73 14 29

General Enquiries:
1300 30 39 40

Fax: 1300 301 866
novated@remserv.com.au
www.remserv.com.au

Cessation Details

I wish to cease salary packaging of my novated lease as of

I wish the following action to take place:

- Cease all packaging and pay deduction amounts for my novated lease & leave all other salary packaged benefits in place.
- Cease all packaging including benefits other than my novated lease

Reason for ceasing your novated lease:

- Lease end
- Termination of employment with current employer
- Change in personal circumstances
- Other, please indicate

Any money left in my salary packaging account should be:

- Retained as a balance in my salary packaging account to be utilised for expenses on my re-lease/new vehicle
- Reversed via payroll to my employer, to be taxed and paid to me directly
- Reversed via payroll to my employer, to be sent to QSuper (Qld Government Employees Only)

Motor Vehicle Declaration

Registration Number	<input type="text"/>
Closing Odometer Reading (kms)	<input type="text"/>
Days motor vehicle not available for use (Days)	<input type="text"/>

***A motor vehicle will only be regarded as not available for private use when:**

- a) The vehicle was in the care of the garage for service or repairs in excess of 2 days; this would not include a routine service where the vehicle is available prior to or after the service on that day
- b) You have taken leave/holidays or have undertaken a business trip and the vehicle has been stored at the employers garage.

A minimum of three (3) weeks notice is required. Cessation is determined by payroll reporting cycles. Your pay deduction change will be reported to payroll after the date nominated and actioned once payroll have processed the RemServ report. Where no selection for final funds has been made all remaining funds (after adjustment for administration fees) will be reversed via payroll.

RemServ will not be able to finalise your novated lease until final odometer readings are supplied.

Please note: if your insurance on this vehicle has been arranged through RemServ, your policy will be cancelled upon receipt of this form. You will need to make arrangements for the insurance of your vehicle privately.

On completion of your cessation, surplus funds will be retained for up to sixty days to enable payment of all outstanding transactions.

Signature: _____

Date: _____

FAX your request to 1300 30 18 66 or send to RemServ at GPO Box 424, Brisbane QLD 4001

Privacy Notice: Remuneration Services (Qld) Pty Ltd (RemServ) is collecting your personal information on this form for the purpose of processing your salary packaging arrangements. RemServ will pass your personal information on to your payroll section as part of the administration of your salary packaging arrangements. RemServ may give your personal information to other persons, bodies or agencies without your consent, in circumstances where legislation requires or authorises the disclosure.