



Fill in this form to end your current lease

Important information

- The reconciliation period can take up to 30 days, which ensures all vehicle related expenses have been paid from your salary packaging account.
- Your fuel card will be deactivated on the date of cessation.

My Details		
Full Name		
Date of Birth		
Payroll Identification Number		
Current Employer		
Contact	Phone:	Email:
Vehicle Registration		

I would like Maxxia to:

- Stop my novated lease effective from ___/___/___

I would also like to (optional, as applicable):

- Keep my novated lease account open as I am taking out a new lease/refinancing my existing lease
- Close my salary packaging account (if salary packaging other benefits)

After the reconciliation of my account, if a credit remains, please:

- Return the balance to my employer's payroll office as taxable income
- Retain the balance and utilise for expenses on my lease renewal/vehicle upgrade (if applicable)

Further instructions (if applicable): _____

Closing odometer reading (as at nominated lease end date listed above)

km

To ensure you do not incur an unplanned fringe benefits tax liability, please declare the correct odometer reading as of your nominated lease end date.

I would like to be reimbursed for:

I would like to be reimbursed for expenses I incurred before my lease end date to the value of

\$

- I have attached the original invoices and receipts to verify my claim amount

Q. What running costs can I claim before ending my lease?

A. You can claim for insurance, fuel, registration, or service and maintenance costs that were incurred before your lease end date.



Days unavailable employee declaration (optional)
I declare that the aforementioned vehicle was unavailable for private use for a period of _____ days and I have the documentation to substantiate this declaration.
Signed: _____

Q. What does unavailable for private use mean?
A. When your vehicle is in the care of garage for repairs/service in excess of two days or you have taken leave/holidays and the vehicle has been stored at your employer's business premises.

- Checklist**
- I have read the instructions and confirmed my closing odometer reading and date I would like to end my lease.
 - I have signed the declaration (if claiming days unavailable).
 - I have attached all supporting documentation that is required to submit any outstanding claims.
 - I have arranged my insurance from after my lease ends.*
*Only applicable if you are not renewing your lease or upgrading your vehicle

Sign	Date
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Return the completed form to:		
Mail: Maxxia Pty Ltd Locked Bag 11 Collins Street East MELBOURNE VIC 8003	Fax: 1300 733 444	Email: mycarassist@maxxia.com.au

Privacy Notice

Maxxia Pty Ltd is collecting your personal information on this form for the purpose of processing your salary packaging arrangements. Maxxia will pass your personal information on to your payroll section as part of the administration of your salary packaging arrangements.

Maxxia may give your personal information to other persons, bodies or agencies without your consent, in circumstances where legislation requires or authorises the disclosure. This is in accordance with our privacy policy, which can be viewed at maxxia.com.au.