

Cessation of Salary Packaging Form



Please provide your personal details

Your Name (First Name, Surname)			
Payroll Identification Number		<input type="text"/>	
Employer Name			
Contact		Phone	Email
Signature		Date	

When do you want to cease salary packaging?

- I wish to cease salary packaging effective from ____/____/____ (a minimum of 4 weeks notice is required).
- I understand that regular payments included in my salary package will not be made by Maxxia after this date.

Do you have a motor vehicle lease in your salary package?

- If you have a motor vehicle included in your salary package you must complete the attached *Odometer Declaration* to enable Maxxia to finalise the Fringe Benefits Tax (FBT) liability for your vehicle.
- The *Odometer Declaration* must be returned to Maxxia within five working days of the cessation of your salary packaging arrangements. If this does not occur then the highest statutory percentage will be used to calculate the FBT liability for your vehicle.**

What will happen when I stop salary packaging?

- If you have a *Fuel Card* or a *Maxxia Wallet card*, your card(s) will be cancelled from your nominated cessation date of salary packaging.
- Maxxia will forward to you a *Termination Statement* when all payments have been finalised.

What will happen to my surplus funds?

- Where there are surplus funds in your salary package, these funds will be returned to you by your employer's payroll (PAYG tax is applicable).
- Where your employer policy allows the disbursement of these funds to an existing regular benefit, the funds can be forwarded to a nominated benefit by Maxxia. If you wish this to occur, please nominate an existing regular benefit item _____.
- If you have either a *Fuel Card* or a *Maxxia Wallet card*, the surplus funds will be retained for sixty days to enable payment of all transactions made up to and including your date of cessation of salary packaging
- All outstanding amounts in relation to any applicable FBT and administration fees will also be deducted.

Return the completed form to:

Mail: Maxxia Pty Ltd Locked Bag 18 Collins Street East MELBOURNE VIC 8003	Fax: 1300 733 444	Email: info@maxxia.com.au
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