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## Where to pay my claim

You only need to complete this section if you have **not** previously supplied your account details or if the details have changed. This will become your default account that all reimbursement payments are made to.

Account name \_\_\_\_\_

BSB number

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Account number

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## My declaration

By submitting this form, I declare:

- I have read, understood and accept the Terms and Conditions below.
- I am entitled to payment of these expenses in accordance with my employer's Salary Packaging Policy.
- The expenses listed on this form were incurred for my novated lease.
- I have not, and will not claim a tax deduction for the expenses included in this claim.
- For reimbursement of expenses:
  - these expenses were paid by me, not my employer or any other third party, and
  - I have not previously claimed reimbursement for these expenses from my employer or any other third party.

I understand that submission of false or misleading information may lead to serious tax offences and result in my claim being denied.

Sign here

Date / /



## CHECKPOINT

- ☐ I have completed my claim details on the first and second pages.
- ☐ I have signed the declaration.
- ☐ I have included all pages of my supporting documentation and claim form.

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## Submitting my claim

**Submit this completed claim form along with all your supporting documents:**

**Online:** [maxxia.com.au/forms/upload-a-form](https://maxxia.com.au/forms/upload-a-form)

**Email:** [mycarassist@maxxia.com.au](mailto:mycarassist@maxxia.com.au)

**Fax:** 1300 733 444

**Post:** Maxxia Pty Ltd, Locked Bag 18, Collins Street East, Melbourne VIC 8003

### What happens next?

Once your claim and copies of your tax invoices and receipts are received, we'll organise this payment for you. If you don't have enough funds in your account to make this payment in full, we'll contact you.

**Privacy Statement:** Maxxia is committed to protecting the privacy and rights of its customers. Our Privacy Policy contains important information about how we collect, hold, use and disclose personal information including with third parties to provide our services to you. It explains what happens if we cannot collect your personal information, as well as how you can access and correct the personal information we hold about you, or make a complaint. If you do not wish to receive promotional material from us, or would like a copy of our Privacy Policy, please contact us on 1300 123 123 or view online at [maxxia.com.au](https://maxxia.com.au)

### Terms and Conditions

Important please read before signing this form. By submitting this form, you acknowledge and agree:

1. Maxxia may charge a fee for the processing of this claim. The details of the applicable fees are contained in your Employee Information Guide or by contacting Maxxia.
2. Where you have regular payments made from your salary package for benefits such as lease payments, then these payments will take precedence over any other claims.
3. If you do not fully complete this form including providing appropriate supporting documentation then Maxxia may return your claim to you without payment.
4. If we suspect you have made a false claim for reimbursement, the matter will be referred to your employer and you may be denied further participation in salary packaging.