



ADVICE OF EMPLOYEE TERMINATION

We require the following form completed **AS SOON** as you are aware of an employee termination.

Employer / Organisation	
Employer Contact Name & Phone Number	
Date (form completed):	/ / 20

You **MUST** complete the following details:

Employee Name:	
Registration Number:	
Employee Phone No:	
Estimated Final Odometer Reading:	Kms (This information is required for Employer FBT reporting)

Please be advised that the above employee will no longer be employed,
effective: / / 20 (enter final date of employment)

Leaving for the following reasons (please select one of the following options):

- The lease is expiring and Employee will be paying out the Residual Value
- Employee wishes to **cease** Novated Lease with DSP and continue to pay the financier directly
- Employee has **paid out** the finance on their vehicle/**traded** in their vehicle
- Employee has **sold** vehicle
- Other

Please ensure you provide a copy of this advice to the employee and instruct the employee to contact DSP on 1300 551 171 to discuss his/her options, under their lease agreement.

Signed: <small>(authorised employer signatory)</small>	Date: / / 20
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Please return this completed Form to: **DIRECT SALARY PACKAGING**
Email: cessation@dspack.com.au Fax No: **1300 550 852**