



DSP FLEET SOLUTIONS NOVATED LEASE PACKAGE CESSATION FORM

PLEASE COMPLETE THIS FORM **AS SOON** AS POSSIBLE.
 FAX TO 03 9703 6410 or email the signed original to: cessation@dspack.com.au

In order to provide a final reconciliation on your running account and to release any funds held at DSP Fleet Solutions, please complete and sign the following: (Please note: Reconciliation may take up to 4 weeks)

Name:	Vehicle Rego No:
Current Employer:	Financier:
Residential Address:	
Current Contact Phone No:	
Current Email Address:	
Vehicle Type:	

I wish to cease salary packaging of my novated lease On (Enter date)...../...../..... with a Final Odometer reading on that day was:..... I acknowledge that all services will cease as of close of business as at this date

A. Complete this section by choosing the option applicable to you by ticking the appropriate box:

- My lease is expiring and I will be paying out the Residual Value
- I wish to **cease** my Novated Lease with DSP Fleet Solutions and continue to pay the financier directly
- I have **paid out** the finance on my vehicle
- I have **sold** my vehicle/ I have **traded** in my vehicle. Date vehicle traded:...../...../.....
- I will be negotiating a **Re-lease** on my existing vehicle
- I will be leasing a **new vehicle** with DSP Fleet Solutions
- Other

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

OR

B. Complete this section if you are terminating employment with your present employer:

I am leaving or have left (Enter Employers name).....on (Enter Date)/...../.....

The odometer reading on that day was:

Do you wish to re-novate your lease at your new employer? YES / NO

If "Yes" what is the name of your new employer?
 Name and phone number for contact person:.....

Motor Vehicle Declaration

Registration Number	
Closing Odometer Reading (km's)	
Days motor vehicle not available for use (Days)	

***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.

Signature:.....**Date:**.....

Direct Salary Packaging Pty Ltd

ABN 91 097 420 052
 An RACV Company

550 Princes Hwy Noble Park Victoria 3174 Australia
 Telephone 1300 551 171 Facsimile 03 9703 6410
www.dspack.com.au