



Vehicle Fund Closure Odometer Reading

Name:	Current Employer:
Residential Address:	
Current Contact Phone No:	Vehicle Rego No:
Current email address:	Vehicle type:

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

- I have **paid out** the finance on my vehicle
- I wish to **cease** my Novated Lease with sgfleet and continue paying the financier directly
- I have **sold** my vehicle
- I have **traded in** my vehicle
 - sgfleet is organising the vehicle Trade-in directly
 - Trading vehicle privately

On (dd/mm/yy) ___/___/___ The odometer reading on that day was _____

OR

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

I am leaving or have left (Employer Name) _____ on (dd/mm/yy) ___/___/___.
The odometer reading on that day was _____.

C) Additional information required, please complete the following:

- Have you submitted the Days Unavailable for Private Use claim form to sgfleet within the last 5 days? **Yes / No**
- Have you submitted an Expense Claim form to sgfleet within the last 5 days? **Yes / No**
- Do you want your balance to be transferred to another vehicle fund managed by sgfleet? **Yes / No**
(please note a balance transfer will only occur when it is a credit balance and your employer allows this)

Please sign the following declaration

I understand that I must provide the EXACT odometer reading for my vehicle as at the date recorded above. I understand that this action is required to finalise my vehicle fund held with sgfleet and that the Odometer Reading Declaration is required to satisfy the Australian Taxation Office in regards to the amount of Fringe Benefits Taxable Value for the above vehicle.

I acknowledge that any fines, penalties and or additional FBT incurred by my Employer arising from false or misleading declarations may be charged back to the offending employee(s).

I acknowledge that I may be charged for any fines, penalties and or additional FBT incurred by my Employer arising from false or misleading declarations made by myself.

Furthermore, if sgfleet incur any expenses relating to the above motor vehicle that have not been captured in the final reconciliation process, I acknowledge that I will be invoiced accordingly and further agree that I will be responsible for repaying any such monies within 7 days of receipt of such invoice as per the terms of my Fund Agreement.

Employee Signature:

Dated:

Please complete this form and email a scanned copy to reconciliations@sgfleet.com.

Note: If you are entitled to claim Days Unavailable for Private Use of your motor vehicle you must also complete and submit a "Days Unavailable for Private Use" form, which is available from sgfleet or from the Website, www.sgfleet.com, under the Forms section. The Declaration of Days Unavailable for Private Use must also be approved by your employer otherwise you will not be entitled to reduce your Fringe Benefit Taxable value.