

TERMINATION OF SALARY PACKAGING FORM

This form is required in order to terminate your salary packaging arrangement with Southgate. You must complete the form in any of the following circumstances:

- You or your employer or Southgate terminates your salary packaging arrangement; or
- Your employment terminates (you must still provide 7 days notice where possible); or
- Where regular salary deductions are no longer possible due to an extended period of unpaid leave.

EMPLOYEE DETAILS

Title		Date of Birth	
Given Name		Surname	
Phone (Home)		Phone (Work)	
Email (Home)			
Employer			

DATE OF SALARY PACKAGE TERMINATION

I wish to terminate my salary packaging arrangement managed by Southgate Salary Packaging Services as of the date specified below. I understand that regular fringe benefit payments and reimbursements from my salary package will not be made after this date.

Date to Terminate Salary Package	/	/
---	---	---

LEASE VEHICLE(S)

Does your salary package contain a Novated or Associate Lease vehicle(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'YES' you must also complete a 'Vehicle Closing Odometer Declaration'.		

IMPORTANT INFORMATION

- Under the *Terms & Conditions* of your Southgate salary packaging arrangement, you are required to provide a minimum of 7 days notice of termination of your salary package.
- Failure to provide a 'Vehicle Closing Odometer Declaration' where you salary package a novated or associate lease vehicle will result in the vehicle being calculated and reported for FBT purposes using the highest applicable statutory percentage and may lead to a higher than planned FBT liability that you will be required to pay to your employer.
- If you have been provided with a fuel card(s) for your novated or associate lease vehicle, the card(s) will be cancelled on the termination date. Any surplus funds in your salary package will be retained by Southgate for a period of 60 days to enable the payment of any transactions incurred on the fuel card(s) up to the date of termination of your salary package. If there is any shortfall of funds, you will be required to make payment of the outstanding amount to Southgate within 7 days of Southgate advising the balance payable.
- If your salary package includes a Southgate *Expense Payment Card* or *Meal Entertainment Card*, any remaining funds on your card(s) will be retained by Southgate for a period of 14 days from the date of termination of your salary package to enable a final reconciliation of the card(s).
- Any remaining surplus funds in your salary package (after deduction of any outstanding administration fees) will be returned to your employer's payroll for any necessary deductions (including PAYG Income Tax, outstanding FBT liability, etc) before any final balance is returned to you.

EMPLOYEE SIGNATURE

Signature	
Date	

RETURN YOUR COMPLETED TERMINATION OF SALARY PACKAGING FORM TO:

**Southgate Salary Packaging Services
PO Box 183, South Melbourne, VIC 3205**

OR

Fax: 1300 500 150

VEHICLE CLOSING ODOMETER DECLARATION

You are required to complete this declaration if:

- You are terminating a salary packaging arrangement which contains a novated or associate lease vehicle; or
- You have sold/disposed of a vehicle that is under a novated or associate lease arrangement; or
- You have paid out the finance contract (before lease expiry) on your novated lease arrangement; or
- Your novated lease residual is due or has been paid out; or
- Your associate lease arrangement has ended.

EMPLOYEE DETAILS				
Title		Date of Birth		
Given Name		Surname		
Residential Address				
Suburb		State		Postcode
Phone (Home)		Phone (Work)		
Employer				

VEHICLE DETAILS				
Make		Model		Registration Number
Reason for Vehicle Termination	<input type="checkbox"/> I have sold/disposed of my Novated Lease vehicle <input type="checkbox"/> I have paid out my Novated Lease contract (before expiry) <input type="checkbox"/> My Novated Lease residual is due or has been paid out <input type="checkbox"/> My Associate Lease contract has ended <input type="checkbox"/> I have terminated employment with this employer <input type="checkbox"/> I have terminated my whole salary packaging arrangement with Southgate			
Vehicle Termination Date	/ /	Odometer Reading as at Vehicle Termination Date		Kms

DAYS UNAVAILABLE FOR PRIVATE USE	
<p>A vehicle will be regarded as “unavailable for private use” where the vehicle was:</p> <ul style="list-style-type: none"> ▪ Undergoing service or repairs for more than a continuous 24 hours period; or ▪ Stored at your employer’s business premises and all keys were held by your employer; or ▪ Locked in a commercial storage facility away from your place of residence and all keys were held by your employer. <p>Note: The days of drop-off and pick-up of the vehicle are NOT included in the number of “days unavailable”. <i>If you have declared more than 4 “days unavailable” you must provide a written explanation for the days unavailable and attach supporting documentation.</i></p>	
Days <u>Unavailable</u> for Private Use	

EMPLOYEE SIGNATURE	
<p>I declare that the information I have provided is true and correct. I understand that any false or misleading declarations could result in additional Fringe Benefits Tax liability, fines and penalties and that I am liable for all costs incurred arising from these declarations.</p> <p>Where my package includes comprehensive vehicle insurance provided by Southgate, I acknowledge that the policy expires at the end of the month of vehicle termination/lease payout and I will arrange alternative vehicle insurance.</p>	
Signature	
Date	

<u>RETURN YOUR COMPLETED VEHICLE CLOSING ODOMETER DECLARATION TO:</u>		
Southgate Salary Packaging Services PO Box 183, South Melbourne, VIC 3205	OR	Fax: 1300 500 150