



# I would like to update my employer

## Instructions

Please complete this form if you have changed employer through a Machinery of Government change, a secondment or accepting a new role.

### 1

## My details

Full name

RemServ ID  Date of birth

Address

### 2

## I would like RemServ to

Update my employer details held on file

**Previous employer**

Old payroll number

**New employer**

If "Queensland Health" please also provide your new district

Date started with new employer  New payroll number

New email address   Please make this my preferred email address

Please tick if under this new employer **you will** be eligible for the FBT exemption cap

**I am changing employer because of:**

A Machinery of Government change  Secondment  New role  Other:

Continued over →

### 3

## My novated lease details are

My car registration number is:

VEHICLE ONE

SECOND VEHICLE

THIRD VEHICLE

Odometer reading on the date I changed employer:

VEHICLE ONE

SECOND VEHICLE

THIRD VEHICLE

**Please note:** RemServ will update your novated lease arrangements based on the above details to ensure you are compliant with the Australian Taxation Office legislation.



### Checklist

- I have provided my previous and new details.
- I have completed the novated lease section.
- I have signed the form.

Sign here

Date

D D M M Y Y Y Y

### How to submit this form

Submit by post: to GPO Box 424, Brisbane QLD 4001  
Submit by email: to cars@remserv.com.au  
Submit by fax: to 1300 30 18 66

### Privacy Notice

RemServ 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. 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 73 14 29. Our Privacy Policy is also available at remservlease.com.au