

Novated Lease Declaration of Vehicle Unavailable for Use



1

My details

Employee Name:	<input type="text"/>
Employer Agency:	<input type="text"/>
Salary Packaging Administrator Employee ID:	<input type="text"/>
Novated Lease Service Provider Employee ID:	<input type="text"/>
Contact phone number:	<input type="text"/>
Email:	<input type="text"/>

Important

A vehicle may be considered unavailable where the vehicle was in the care of a garage or service centre for non-routine service or repairs, or it was garaged on your employer's premises and keys were held with employer, for more than two days. You cannot claim the day of drop off nor the day of collection of the vehicle as days unavailable, as a vehicle is only considered unavailable where you do not have access from 12:00am to 11:59pm.

Any unavailability due to routine service, parking at an airport, or absence on holidays will not be considered to be eligible.

Where the Australian Taxation Office accepts a vehicle as being unavailable for private use, the taxable value of the vehicle can be reduced for FBT purposes.

2

Days Unavailable

Vehicle registration number:	<input type="text"/>	Number of days unavailable:	<input type="text"/>
First full day without vehicle:	<input type="text"/>	Last full day without vehicle:	<input type="text"/>

Reason For Unavailability	Substantiation Requirement
<input type="checkbox"/> The vehicle has been written off in an accident and is being replaced by the insurer.	A total loss/written off statement from your insurer confirming when the vehicle was damaged/stolen.
<input type="checkbox"/> The vehicle has been undergoing repairs after accident damage.	Advice on an invoice or official document including business letterhead from your mechanic or insurer.
<input type="checkbox"/> The vehicle required non-routine mechanical repairs and was unavailable to me for an extended period.	Advice on an invoice or official document including business letterhead from your mechanic.
<input type="checkbox"/> The vehicle has been housed in my employer's garage and my employer has custody of the keys.	A letter from your employer confirming the vehicle has been housed in their garage.

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3 Employee Certification:

I hereby certify that the vehicle was unavailable for use during the above period for the reasons stated above and that I hold and can produce documentation supporting the period of unavailability and the reasons outlined.

Sign here

Date D D M M Y Y Y Y

This form **must** be provided to your salary packaging Administrator as soon as possible after the incident but no later than 1 April following the incident. Documents received after this date will not be accepted.

How to submit this form

Please submit this form along with supporting documentation by email to cars@remserv.com.au

Disclaimer

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