

## A 'How to Guide' to Changing Your Employer

At some point in your lease you may move to a new employer. It is very important you advise us as soon as you are aware of this move, so that we can help make this transition **easi** for you.

Most employers will allow you to include your lease as part of your salary package. If necessary, we can speak to them about this and help them understand the benefits. Additional information for employers is also available on our website at [www.easifleet.com.au](http://www.easifleet.com.au). We suggest you download our 'Employer Information Sheet' and give this to your new employer as an initial introduction to novated leases.

When you change employer, you will need to fill out a 'Change of Employer' form. This form is available in the Novated Lease Existing Lease Holders section of the Easifleet website or by clicking on [http://www.easifleet.com.au/resources/Change\\_of\\_Employer.pdf](http://www.easifleet.com.au/resources/Change_of_Employer.pdf). Once we have received the completed form, we will generate and send you the appropriate documentation for both you and your new employer to sign. This process should take no more than 10 working days.

The first monthly invoice date for your new employer will be the first date of the month after your current employment ceases. *If your new employer has not deducted sufficient funds (if any) from you by this date, you may need to make arrangements to pay this invoice yourself.*

### **What if there is a period of delay between jobs?**

If you are not moving to a new employer straight away, it is very important you advise us of who should be invoiced for your upcoming payments. You can do this by completing a 'Change of Employer' form but using your own details as the new employer. Once your new job begins, you can complete another form listing your new employer's details.

### **What if my new employer doesn't agree?**

If your new employer decides not to include your novated lease as part of your salary package, you can still continue to make payments directly to us. This means you will lose the ongoing tax-benefit from the lease, but you can continue to enjoy your car, financed at a great rate. You may also decide to change the lease to non-maintained (finance only). This means you will make payments directly to the financier and take care of the vehicle maintenance costs. Details on how to change to a non-maintained lease are offered below.

### **Paying out your lease**

If you wish to pay-out the lease on your vehicle mid-term, you will need to request a pay-out figure from us. To do this you can simply email [nrt@easifleet.com.au](mailto:nrt@easifleet.com.au) with your registration details. You will be provided with an exact figure, a due date and details of how to make the payment. You will also need to complete an 'Early Termination' form so we can cease maintenance deductions on your account. Once termination is completed all fleet services will be cancelled, including your fuel card and insurance.

### **Changing your lease to non-maintained**

If you decide to change your lease to non-maintained (finance only), you simply need to complete an 'Early Termination' form. This form is available from our website or by clicking on [www.easifleet.com.au/Early\\_Termination.pdf](http://www.easifleet.com.au/Early_Termination.pdf). Once we have received the completed form, we will issue you with a direct debit form so that you can make finance payments directly to the financier. Once you have paid out your lease, all fleet services will be cancelled, including your fuel card and insurance. If you wish for your account to be reconciled, please contact [nrt@easifleet.com.au](mailto:nrt@easifleet.com.au).

### **What fee's will be involved?**

A fee of \$110 will be charged to draw up a new novated deed and maintenance schedule. Additional charges from your financier may also apply. There is no charge for an early termination.

### **For further assistance**

For further information on changing employers please contact the Novated Relationship Team by calling 1300 266 828 or sending an email to [nrt@easifleet.com.au](mailto:nrt@easifleet.com.au).

