

# Early Termination Form



This form should be used to terminate a novated lease mid-term.

- Please indicate below if you wish to be provided with a pay-out figure for the finance component of your lease.
- After the date of termination all fleet services will be cancelled, including your fuel card and insurance.
- Your payout figure will be sent to you by email and will take two working days to process.
- A detailed maintenance reconciliation of your account will now be processed.
- Reconciliations take around 45 – 60 days to be processed.
- If you would like to check your current account balance, please log on our reporting website.
- An administration fee of \$495 will be charged to your current account.

## Personal Details

Full Name	Registration
Employer	Email
Daytime Phone Number	Mobile Number

## Termination Details

Date of Termination	Closing Odometer Reading
Request a payout figure?	Reason for Terminating
Request direct debit forms from financier?	

## Declaration

I declare that the information provided is true and accurate to the best of my knowledge.

Signed

Date

## Submit

Please return form by:  
Fax **1300 655 568** or  
Email **recon@easigroup.com.au**