

# Novated Lease Claim Form


## Request for payment

- + Submit your claim by email to [customersupport@leaseplus.com.au](mailto:customersupport@leaseplus.com.au) or
- + Download our free mobile app for a faster and easier way to submit your claim




**LeasePLUS Pty Ltd**

ABN: 29 155 287 442

 **1300 13 13 16**

 **customersupport@leaseplus.com.au**

 **www.leaseplus.com.au**

 **PO Box 766  
Melbourne, VIC 3004**

## Personal Details

First name	<input type="text"/>	Surname	<input type="text"/>
Employer	<input type="text"/>	Registration	<input type="text"/>
Vehicle description	<input type="text"/>	Current odometer	<input type="text"/>

## My claim information

I have not paid the expense, please pay on my behalf:

Expense descriptions	Due date	Amount (incl GST)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Documents to provide with your payment request:

- Vendor payment details (BPay or electronic funds transfer only); and
- Valid tax invoice (containing the supplier's ABN and tax breakdown of expense) and/or
- Comprehensive insurance policy documents or registration papers (including tax breakdown)

## Acknowledgement:

- The request for payment submitted relates to private expenses incurred by myself for the abovementioned novated lease vehicle
- I understand that any expenses claimed on my novated lease cannot be used for any other deductible purpose
- I understand that my claim will only be processed if there are sufficient funds available in my novated lease account
- I understand that LeasePLUS cannot guarantee payment of my claim if submitted with less than 10 business days of the payment due date, and that it is my responsibility to ensure the expense is paid before the due date
- I understand that LeasePLUS may charge a fee for processing claims
- I understand that it is my responsibility to ensure that the vehicle is comprehensively insured and registered at all times
- I understand that if my submission is not fully complete, including providing supporting documentation, LeasePLUS may return my claim without payment
- I have read and agree to the Privacy Policy found at <http://leaseplusgroup.com.au/Privacy>

Signed

Date