

I would like to make a My Car novated lease expense claim

Things to know

Please use this form to claim expenses related to your Maxxia My Car novated lease.

If you wish to have your service and maintenance paid directly from your account, please get your service provider to contact our Maintenance Authorisation Team on 1300 123 123 prior to commencing work on the car.

Submit your claims via the app or online

You can lodge your claims directly by downloading the My Maxxia app from your app store or by logging into My Maxxia online at <https://my.maxxia.com.au>.

1 My Details

Full Name:

Phone Number:

Email:

Employer Name:

Car Registration:

2 My Claim Details

I have paid the expense,
please reimburse me

I would like to claim the following expenses	Date paid	Amount (incl GST)
		\$
		\$
		\$
		\$
		\$
		\$
	Total	\$

OR

I have not paid the expense,
please pay directly

I would like you to pay the following expenses	Date to be paid	Amount (incl GST)
		\$
		\$
		\$
		\$
		\$
		\$
	Total	\$

Continued over →

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Checkpoint

Direct payment is available for your insurance (including CTP Insurance for customers in NSW and the ACT), registration and roadside assistance. All other expenses are claimable via reimbursement only.

Please also ensure you include a copy of the following documentation for each item you are claiming.

If we are paying you:

Proof of the expense including car registration. This could be a:

- tax invoice, policy renewal, registration renewal or bill. Please provide all pages.

Proof that you have paid this expense.

This could be a:

- receipt, BPAY payment reference number or financial institution statement highlighting the payment.

If we are paying to a third party:

Proof of the expense you would like us to pay for you including car registration.

This could be a:

- tax invoice, policy renewal, registration renewal or bill.

Please provide all pages and ensure that the payee's details are included, this can either be their BPAY details or an address to send a cheque.

3 Where to Pay My Claim

You only need to complete this section if you have **not** previously supplied your account details or if the details have changed. This will become your default account that all reimbursement payments are made to.

Account Name:

BSB: Account Number:

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4 My Declaration

By submitting this form, I declare:

- I have read, understood and accept the Terms and Conditions below.
- I am entitled to payment of these expenses in accordance with my employer’s Salary Packaging Policy.
- The expenses listed on this form were incurred for my novated lease.
- I have not, and will not claim a tax deduction for the expenses included in this claim.
- For reimbursement of expenses:
 - these expenses were paid by me, not my employer or any other third party, and
 - I have not previously claimed reimbursement for these expenses from my employer or any other third party.
- By completing this form, I agree to Maxxia contacting me in relation to this claim and any associated matters relating to my Maxxia account. Maxxia will handle your information in accordance with its Privacy Policy.

I understand that submission of false or misleading information may lead to serious tax offences and result in my claim being denied.



Checkpoint

- I have completed my claim details on the first and second pages.
- I have signed the declaration.
- I have included all pages of my supporting documentation and claim form.

5 Submitting My Claim

Submit this completed claim form along with all your supporting documents:

 Submit by email:
mycarassist@maxxia.com.au

 Submit by post:
 Locked Bag 18, Collins Street East,
 Melbourne VIC 3000

Continued over →

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What happens next?

Once your claim and copies of your tax invoices and receipts are received, we'll organise this payment for you. If you don't have enough funds in your account to make this payment in full, we'll contact you.

Maxxia Pty Ltd | ABN 39 082 449 036 acts as an authorised representative on behalf of a number of Australian financial services licensees. The capacity in which we act and the financial services we are authorised to provide are set out in our Financial Services Guides at www.maxxia.com.au/insurance/novated-lease#fsgs. We act as an agent for those licensees and not for you. Regulated leasing and related services are provided by Onboard Finance Pty Ltd ABN 18 645 542 776, Australian Credit Licence no. 532668. Onboard Finance authorises Maxxia Pty Ltd ABN 39 082 449 036 (Credit Representative no. 484063) to provide credit assistance to you. Credit guide for Maxxia Pty Ltd (as credit representative of Onboard) available at https://doc.maxxia.com.au/Document/Maxxia/Credit_guide_Maxxia_Pty_Ltd.pdf.

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PRIVACY STATEMENT: Maxxia Pty Ltd ABN 39 082 449 036 (Maxxia) is part of the McMillan Shakespeare Limited Group (MMS Group) and is collecting your information for the purposes of processing your claim. We may be unable to process your claim if you do not provide us with the information that we request. We also use the personal information we hold about you for such other purposes that are made known to you at the time we collected your personal information, including for direct marketing and online targeted advertising. Your personal information may be disclosed to other entities in the MMS Group, our agents, contractors and service providers (including our web and IT administrators, mail houses, advertising service providers and advisers), some of whom may be located overseas (including The United States of America, the Republic of Ireland, India, China, Sri Lanka and the Philippines). Maxxia's Privacy Policy contains important information about how we collect, hold, use and disclose personal information, the security of your personal information, how you may access and correct your personal information, and how you can make a privacy complaint and how we will deal with such 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 649 515 or email us at privacy@maxxia.com.au. To view Maxxia's Privacy Policy (which is the MMS Group's Privacy Policy) please visit <https://mmsg.com.au/privacy>.

TERMS AND CONDITIONS: Important please read before signing this form. By submitting this form, you acknowledge and agree:

1. Maxxia may charge a fee for the processing of this claim. The details of the applicable fees are contained in your Employee Information Guide or by contacting Maxxia.
2. Where you have regular payments made from your salary package for benefits such as lease payments, then these payments will take precedence over any other reimbursement claims.
3. If you do not fully complete this form including providing appropriate supporting documentation then Maxxia may contact you to request additional information/documentation and you consent to Maxxia contacting you for this purpose.
4. If we reasonably suspect you have made a false claim for reimbursement, the matter will be referred to your employer and you may be denied further participation in salary packaging.
5. You must not include requests for payment of claims by Maxxia to third parties. In these instances you must make payment and submit a reimbursement claim to Maxxia. Payments directly to third parties can only be on a regular basis for approved benefits.

The availability of benefits is subject to your employer's approval.

Maxxia may pay and/or receive commissions in connection with its services.