



the right car. right now

expense payment /reimbursement form

Please fax your reimbursement/direct payment request.
Do not send original invoices. Fax copies or scan and email.
If posting, please copy first.

nlc reimbursement and payments
Facsimile 03 8699 7196
Locked Bag 4014
South Melbourne Vic 3205
customersupport@nlc.com.au

Your details (Please complete the following)

Full name	Employer	
Registration number	Daytime (Mon/Fri) contact telephone	
Please complete the below if any of your details have changed		
Address		
Suburb	State	Postcode
Email address	Telephone	

Registration and insurance expenses (Please fill in the totals and tick either pay supplier direct or reimburse me)

Registration*	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me
CTP insurance (NSW only)	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me
Comprehensive insurance	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me

*Refer overleaf for renewal of registration requirements. Please fax your registration/insurance forms when requesting a reimbursement/direct payment request. Do not send original invoices. Fax copies or scan and email. If posting, please copy first.

Fuel or other running expenses (Please fill in the totals and tick either pay supplier direct or reimburse me)

Fuel (total value of receipts)	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me
Other car expenses	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me
Maintenance	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me
Auto club membership	\$	<input type="radio"/> Pay supplier direct	<input type="radio"/> Reimburse me

Payment of reimbursed expenses

nlc will pay your reimbursement to your nominated account if you supply your bank account details. **nlc** does not store your account details and they must be re-supplied with each reimbursement request. We are unable to reimburse expenses to credit card accounts.

BSB number	Account No.
Account name	Bank Name

If you do not supply your bank account details **nlc** will send a cheque to your home address.

Expense payments and reimbursements - important information

It is your responsibility that your vehicle is registered and comprehensively insured at all times. Allow at least 10 working days if you wish your registration or insurance to be paid by **nlc** see "renewing your vehicle registration" and "renewing your vehicle insurance policy" in your **nlc** welcome pack for important information before you send in your claim.

Checklist

If the appropriate receipt(s) and/or Tax Invoice(s) are not attached, your account will be debited the full amount inclusive of GST. You must attach one of the following for each expense: fax, email or mail copies only to **nlc**.

- Dated receipt for each expense under \$82.50 (GST inclusive); or
- Tax Invoice for each expense over \$82.50 (GST inclusive)
- Fax, email or mail copies only to **nlc**.

Declaration

I declare the expense(s) listed above totalling \$ _____ were incurred by me for this car and that the GST Input Tax Credit has not been claimed by any entity, including my employer. I authorise **nlc** to contact any provider to verify any information to process this claim and confirm this car was fleet managed by **nlc** when these goods and/or services were provided.

Signature	Date	/	/
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customer support

head office
Locked Bag 4014 South Melbourne VIC 3205
e customersupport@nlc.com.au

t 1800 643 044
f 03 8699 7196
w nlc.com.au

expense payment / reimbursement form

Important information

It is your responsibility that your car is registered and insured at all times. If you don't allow enough time for registration or insurance renewal to be paid by **nlc**, you will need to pay it yourself - **nlc** will reimburse you, if you submit an **nlc** expense payment / reimbursement form. Check the "renewing your car registration" section in your **nlc** welcome pack for more information.

It is an offence to drive an unregistered car or to fail to display a current registration label. **nlc** take reasonable steps to ensure your car is registered and insured; however, **nlc** cannot be responsible for requests that have not allowed sufficient time to fully process the payment or if State Transport authorities fail to process claims quickly.

Renewing your car registration

There are two ways you can renew the registration for your **nlc** novated lease car:

1. Pay for your registration yourself and use the **nlc** expense payment / reimbursement form to receive reimbursement; or
2. As soon as you receive your renewal notice, send your registration to **nlc** so that it can be paid on your behalf, using the **nlc** expense payment / reimbursement form. Please check special requirements for your area before sending it in, to help ensure it is paid as quickly as possible.

Registration renewal process

Please check your State or Territory below for what you must do and send promptly to **nlc** for smooth payment of your registration:

ACT, Queensland and Tasmania

1. Select the 12 month registration payment option on the renewal notice
2. Tasmania only: do not send the sticker to **nlc**, only display s ticker once you have received payment confirmation from **nlc**.
3. Completed **nlc** expense payment / reimbursement form. The transport authority will post your sticker with endorsement to the address where the car is registered

Northern Territory

1. Copy of renewal document
2. Inspection report if required - check renewal documents to see if this applies to you
3. Completed **nlc** expense payment / reimbursement form. Road User Services will return your sticker with endorsement

New South Wales

1. Copy of registration renewal document (please do not send sticker)
2. Copy of CTP (compulsory third party insurance)* renewal document
3. E-Safety Check if inspection is required - refer to bottom of registration renewal document. Go to www.rta.nsw.gov.au for inspection locations
4. Completed **nlc** expense payment / reimbursement form. Allow at least 10 days for payment to be made.

NSW drivers only

Please refer to the "renewing your car's registration" page in your **nlc** welcome pack for more information on Compulsory Third Party (CTP) Insurance requirements.

* **nlc** can organise competitive CTP for you, which will be renewed automatically each year by **nlc**. Please contact **nlc** customer support to obtain a quote.

South Australia

1. Say 'no' to Input tax, unless the car is used solely for business use (if so, see instructions on back of renewal)
2. Select the 12 month registration payment option on the renewal notice
3. Copy of renewal document
4. Completed **nlc** expense payment / reimbursement form. Transport SA will return your sticker with endorsement.

Victoria

1. Please fax your registration when requesting a reimbursement and/or direct payment request. Do not send originals.
2. Completed **nlc** expense payment / reimbursement form. **nlc** will return a copy to you with a payment stamp. At this point, you may place your registration sticker on your car.

Western Australia

1. Nominate either a Family renewal (car only for family use) or a Standard renewal (car for all/part business use). If Family renewal is elected, the declaration on the back of the registration notice must be completed.
2. Select the 12 month registration payment option on the renewal notice
3. Copy of renewal document
4. Completed **nlc** expense payment / reimbursement form. The DPI will send your registration sticker.

All states and territories

You must never have more than the current sticker displayed at any one time.

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