



Automotive Lease Packaging trading as Fingo Finance

10-14 Cochranes Road, Moorabbin VIC 3189

ABN: 12 094 720 804

Phone: 1300 134 646

Email: claims@fingo.com.au

FLEET MANAGEMENT VEHICLE EXPENSES CLAIM FORM

Please complete this form for all REIMBURSEMENT & DIRECT PAYMENT requests

Name: _____ Rego: _____

Mobile: _____ Email: _____

Employer: _____

Registration, CTP and Insurance – Please fill in the details and choose one option

Comprehensive Insurance	\$ _____	Pay Supplier Direct	<input type="checkbox"/>	Reimburse me	<input type="checkbox"/>
Registration	\$ _____	Pay Supplier Direct	<input type="checkbox"/>	Reimburse me	<input type="checkbox"/>
CTP Insurance (NSW only)	\$ _____	Pay Supplier Direct	<input type="checkbox"/>	Reimburse me	<input type="checkbox"/>
Auto Club Membership	\$ _____	Pay Supplier Direct	<input type="checkbox"/>	Reimburse me	<input type="checkbox"/>

Please send a *COPY* of your registration/insurance renewal when requesting a direct payment/reimbursement.

It is *your* responsibility that your vehicle is registered and comprehensively insured at all times. Please allow 10 working days if you wish your registration or comprehensive insurance to be paid by Fingo, an email confirmation will be sent to you once the payment has been made.

Monthly Insurance Reimbursement – Please fill in details

Monthly Insurance Instalment \$ _____

For monthly Insurance reimbursements, please provide a copy of the Insurance policy and the payment schedule.

Monthly reimbursements are processed between 7 – 10th of every month.

Fuel and other running expenses – Please fill in details

Fuel / Charging \$ _____ Maintenance/Serviceing \$ _____

(Please refer to our Claims Guide to see options on how to claim for your EV electricity usage charges)

Tyres \$ _____ Other Vehicle Expenses \$ _____

Please attach substantiation in form of a receipt or tax invoice, when submitting a claim for the expenses above. EFTPOS receipts will *not* be accepted as Tax Invoices.

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Bank Account Details

Fingo will process your reimbursement to your nominated bank account. If you have sent your details to us before and they have not changed, you do not need to supply and complete the below.

BSB: _____ Account Number: _____ Account Name: _____

If you do not supply us with your bank account details we will not be able to reimburse you. We are unable to reimburse expenses into a credit card account.

Terms & Conditions

Please read these terms and conditions before completing and submitting a Fleet Management Vehicle Expenses Claim Form to Automotive Lease Packaging Pty Ltd t/a Fingo Finance.

- Payments will be made subject to sufficient funds sitting in your fleet management account.
- For each salary packaging expense included on your claim you must provide a payment description, date of payment and the payment amount (incl. GST) in the form of Tax Invoice (and a receipt if claiming a reimbursement)
- Claims will be reimbursed by way of Electronic Fund Transfer (EFT) to your nominated bank account. If you wish to change your bank account details, please provide Fingo with your new bank account details.
- Fingo will make payment to your nominated bank account within 10 business days of receipt of a claim form, subject to available funds.
- Where you have regular payments made from your salary packaging for benefits such as lease payments then these payments will take precedence in relation to the reimbursement of claims.
- If you do not fully complete the Fleet Management Vehicle Expenses Claim Form, including providing appropriate substantiation then Fingo may return your claim to you without payment.
- All submitted claims must meet the requirements of the Australian Taxation Office. If you make a false claim for reimbursement, the matter will be referred to your employer and in turn to the Australian Taxation Office or any other regulatory body or entity, resulting in the cancellation of your Novated Lease and recuperation of any misused funds.
- Note that your bank may take additional business days to enable you to access these funds from your account.
- These terms and conditions may be updated by Fingo Finance at any time and are available on our website or by contacting us directly.
- If you require any further information please contact Fingo on 1300 134 646 or visit www.fingo.com.au

Declaration

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

Signature: _____ Date: _____

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