



# Vehicle Transition

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This form is to be used when:

1. you are moving from an employer who uses a different salary packaging provider for your vehicle to a new employer who packages with Selectus,  
OR
2. your Finance has been obtained by a third party and you want your current lease to be administered by Selectus,  
OR
3. you want to reassign your existing Selectus novated lease into another person's name.

This form should be received by Selectus at least 10 days prior to leaving your current employer.

If your financier is St George or Macquarie, please complete Letter of Authority for Selectus to obtain information on your behalf. This needs to be downloaded and signed, then scanned prior to submission as it forms part of the documentation for your Vehicle Transition.

## Your Details

First Name	<input type="text"/>	Last Name	<input type="text"/>	Date of Birth	<input type="text" value="DD / MM / YYYY"/>
Contact Phone Number	<input type="text"/>		Email	<input type="text"/>	
Postal Address	<input type="text"/>				
Vehicle Rego	<input type="text"/>	Odometer Reading	<input type="text"/>		
New Employer	<input type="text"/>	Employer Location	<input type="text"/>		
New Salary	\$ <input type="text"/>	Start Date with New Employer	<input type="text" value="DD / MM / YYYY"/>	New Payroll ID	<input type="text"/>
Payroll Frequency	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	Pay Close Off Day	<input type="text"/>
Date Commencing Packaging at Selectus	<input type="text" value="DD / MM / YYYY"/>	Name of Current Financier*	<input type="text"/>		

\* For all financiers other than St George or Macquarie, you will have to deal directly with your financier for information and documents

Your Vehicle finance payments will begin the month after your vehicle Transition has been finalised. In the interim, you may be required to make a finance payment directly to your financier

You also need to provide the following documents, depending on the reason for transition. **Please select one of the options below:**

### Option 1

You are moving from an employer who uses a different salary packaging provider to a new employer who packages with Selectus.

 Y

 N

- Vehicle Tax invoice or a current RedBook valuation
- Finance schedule from your existing financier
- Contract summary from your existing financier
- Deed of Novation from your existing financier
- Insurance Policy – if you hold your own policy.

### Option 2

Your Finance has been obtained by a third party and you want your current lease to be administered by Selectus.

 Y

 N

- Vehicle Tax invoice
- Finance schedule from your existing financier
- Deed of Novation from your existing financier
- Insurance Policy – if you hold your own policy.

### Option 3

Reassign your existing Selectus novated lease into another person's name.

 Y

 N

- Insurance Policy – if you hold your own policy  
You do not need to provide any other documents at this stage. Please provide the following information:
- Have you contacted your financier about the transfer of lease?

 Y

 N

Please note additional Documents/information may be required depending on your employer. Once we have received all the information required for your vehicle transition, we will send you a budget estimate within 10 working days.

PHONE: 1300 01 02 03

FAX: 1300 03 02 01

EMAIL: [info@selectus.com.au](mailto:info@selectus.com.au)WEB: [selectus.com.au](http://selectus.com.au)

## Step 1 Setting up of your account with Selectus

If you have your own Vehicle Insurance policy and wish to continue with your own policy, ensure that you have provided your annual insurance amount and a Certificate of Currency from your current provider.

Approximate number of Kms you will travel annually in order for us to complete your quote:

## Step 2 Documents for your New Employer

Is your financier St George or Macquarie?  Y  N (If Yes, proceed. If No, proceed to Step 5).

You will receive documents that need to be completed and returned to us in order to finalise your Transition:

- **Deed of Novation** – Signed by your new employer and yourself
- **Lease Estimate** – We will send this to you for signoff
- **Package Authorisation** – We require you to authorise the amount that we will deduct from your payroll

## Step 3 Confirmation of Transition – financiers are St George or Macquarie

Once the signed documents from Step 2 are returned to us, we will be able to commence the Transition of your vehicle and request deductions from your next available payroll date

## Step 4 Communication with Financier

Once the transition is completed, the signed Deed of Novation will be sent to the Financier.

Note: If the signed documents are not received, we will not be able to complete the transition.

## Step 5 Confirmation of Transition – other financiers

Once the signed documents are returned to us, we will be able to commence the Transition of your vehicle and request deductions from your next available payroll date.

## Step 6 Fuel Card and commencement of contributions

**Fuel Card:** A fuel card will be ordered once the transition from your old employer has been finalised. This fuel card can take up to 10 business days to arrive.

Your vehicle payments will begin in the month following your Selectus package being created. In the interim, you may be required to pay a finance payment directly to your Financier.

## Employee Declaration

I hereby declare that I have read and understood the information provided. (Must be ticked).

Employee Name

Employee Signature

Date

DD / MM / YYYY