



## NOVATED LEASE REIMBURSEMENT REQUEST

<b>To:</b> ORIX Novated Lease Centre
<b>From:</b>

<b>Full Name (as on Driver's Licence):</b>		<b>Rego No:</b>
<b>Home Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	
<b>Bank Details for Electronic Funds Transfer</b>		
<b>Bank:</b>	<b>Branch:</b>	
<b>Account Name:</b>		
<b>BSB Number:</b>	<b>Account Number:</b>	
<b>Date of Expense</b>	<b>Details of Expense/s</b>	<b>Amount</b>
<b>Latest Odometer Reading:</b>		
<b>TOTAL EXPENSES CLAIMED</b>		

<b>Claimant's Signature</b>	<b>Date</b>

**NOTE:** The personal information you have given us in this Novated Lease Reimbursement Request is covered by ORIX's Privacy Policy which is consistent with the National Privacy Principles. Please let us know if you would like a copy of the Privacy Policy. It is available at [www.orix.com.au](http://www.orix.com.au).

Please ensure legible copies of all receipts are attached before sending to:

**FAX: 02 9856 6623**

**Scan and Email to:**  
[NovatedOperations@orix.com.au](mailto:NovatedOperations@orix.com.au)

**POST: ORIX Australia Corp. Ltd**  
**Locked Bag 2068**  
**North Ryde 1670**

<b>Office Use Only</b>			
<b>Lease Type (eg PN):</b>		<b>Charge Back (Y/N):</b>	
<b>P/L Code:</b>	<b>Date:</b>	<b>Authorised By:</b>	<b>Date:</b>
		<b>(Print name):</b>	