

Insurance Reimbursement Request

ALL FIELDS ARE MANDATORY
PLEASE PRINT CLEARLY

Driver Details

Name		Registration	
Address		State	
Suburb		Postcode	
Phone			
Email			

Insurance Details

Insurer	Period of Cover	GST Amount	Stamp Duty Amount	Total Amount
			Total	

Bank Details

Account Name		BSB	
Bank Name		Account Number	

Driver Declaration

I declare that these expenses were incurred by me as an agent for Fleet Partners and that I have not claimed the GST input tax credit in respect of these expenses.

Signature		Date	
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Attached Insurance Documents to provide:

- Copy of the Insurance Policy
- Including GST & Stamp Duty breakdown
- Including Period of Cover
- Including Policy Number
- Including Proof of Payment

- **Proof of Payment from Insurer**
 - If insurance is being paid monthly, attach copy of bank statement showing deduction from your account.

Ways to return Reimbursement Request**Email**

reimbursements@fleetpartners.com.au

*Alternative Method***Post**

FleetPartners GPO
Box 4599
Melbourne
VIC 3000

*If returning your request via post, do not include your original documents. Enclose copies and retain the originals for your records.

Reimbursements will be paid via Electronic Funds Transfer direct to the Drivers nominated account

Reimbursement turnaround time is 10 business days from receipt of request when complete documents have been provided.

If you have any queries please contact our Driver Services Team on 1300 882 266

Appendix 1. Example of Acceptable GST & Stamp Duty Breakdown

INSURANCE	Tax Invoice Australian Insurance ABN 00 000 000 000
09 November 2011	Tax Invoice No: 123 456 - 78
Mr Driver 10 Driver Road VICTORIA 3000	
Please note that in accordance with the GST Legislation relating to insurance premiums, the GST amount may be less than 1/11 th of the total premium paid. This is because the total premium you have paid includes a charge for Stamp Duty and Stamp Duty is not subject to GST.	
Total received:	\$649.84
Description: Premium Received	
Amount of GST Payable	\$53.71*
Amount of Stamp Duty	\$59.08*
Amount Subject to GST	\$537.05*
* This is not a request for payment	
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Detach and return this section	
Avoid having a GST liability on your claim. You will have a liability if you are (or someone else is) entitled to a GST credit on this premium and you've either: <ul style="list-style-type: none">• Not told us; or• Understated that entitlement.	
The information we hold about your policy tells us that you are (or someone else is) entitled to an input tax credit on this premium of 0%.	
If this information is not correct please complete the following statement and return it to INSURANCE in the enclosed envelope.	
<i>I am/we are/someone else is entitled to an input tax credit on this premium of __%.</i>	
Our ref: 123 456 – 78	Signed _____